DOCUMENT RESUME

ED 114 670 CE 005 552

TITLE California Manpower Management Information System Project (CMMISP); Long-Range Phase: Work Plan: Fiscal Years 1975/1976/1977.

INSTITUTION California Joint Occupational Preparation Task Force, Sacramento.

PUB DATE Jun 75

NOTE 172p.

EDRS PRICE MF-$0.76 HC-$8.24 Plus Postage

DESCRIPTORS *Educational Programs; Information Dissemination; Information Needs; Information Services; *Information Systems; *Manpower Needs; *Occupational Information; Program Budgeting; Program Content; *Systems Development

IDENTIFIERS *California Manpower Management Information System; CMMIS

ABSTRACT

The California Manpower Management Information System Project (CMMISP) is charged with the task of developing and implementing procedures for gathering and disseminating information to be used for comprehensive educational planning, manpower planning, and career counseling and guidance of students and individuals. Four factors essential to the successful completion of the project are the legislative mandate, endorsement from the governor, California Joint Occupational Preparation Task Force/MMISP administration, and MMISP information dissemination and implementation testing. A work plan summary and an operating budget summary present detailed descriptions of individual tasks and activities for 1974-75, 1975-76, and 1976-77, together with reports on the current (and expected) status and sources of funding for each task. The system consists of three components and their elements: (1) manpower demand component, (2) manpower supply component, and (3) socioeconomic factors component. Individual workplans for the three components are divided according to their task number and title. They are presented under the following topics: task administration, introduction, task objectives, activities to accomplish objectives, and status and source of funding. Nearly one-half of the document contains appended materials related to the project's drafting, proposal, legislation, and detail budget. (Author/EC)

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THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE
CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

LONG-RANGE PHASE

W O R K P L A N

FISCAL YEARS 1975/1976/1977

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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CE 005 552

Submitted to: The Board of Directors
California Joint Occupational Preparation Task Force
June, 1975

Prepared by: The Senior Operations Group
California Joint Occupational Preparation Task Force
Klaus D. Grimm, Special Research Consultant,

and

The California Operations Group - CJOPTF/CMMISP
Arthur W. Smith, Coordinator

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

LONG-RANGE PHASE

WORK PLAN - FISCAL YEARS 1975/1976/1977

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INTRODUCTION:

The California Manpower Management Information System Project (CMMISP) is the officially-endorsed endeavor of the California Joint Occupational Preparation Task Force (CJOPTF) to develop and implement in the State of California a comprehensive education and manpower planning procedure.

At its meeting on June 26, 1973, the Board of Directors [1] of the Task Force approved the Project's first, short-range phase, [2] for Fiscal Year 1973-'74. At the end of that period, the CJOPTF Board of Directors was to evaluate the progress made on the Project, and if its development was promising, to approve the Project's second, long-range phase.

In approving the Project's first phase, the Task Force's Board of Directors committed itself to fully support the staff and funding required to successfully complete Project activities during Fiscal Year 1973-'74; and at the same time, the Board of Directors adopted the policy of not approving or funding any other research, development or implementation project in the State which unnecessarily duplicated, or was not properly coordinated with the CMMIS Project. That policy was to be communicated to all funding authorities and was to extend to projects funded directly by the Federal Government as well.

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1 CJOPTF Board of Directors members in attendance at the June 26, 1973 meeting were: Mr. Dwight Geduldig, Director, State Department of Human Resources Development (now the State Employment Development Department); Mr. Nelson T. Bogart, Vice-President of Industrial Relations, Standard Oil Company of California; Dr. Sidney W. Brossman, Chancellor, Board of Governors, California Community Colleges; Mr. Francis Connors, Director of Education, California Chamber of Commerce; Mr. Verne Orr, Director, State Department of Finance; Dr. Walter T. Coultos, Chief Deputy Superintendent of Public Instruction, State Department of Education (attending in behalf of Dr. Wilson Riles); and Dr. Alex Sheriffs, Governor's Education Advisor.

2 Reference: "Research Proposal for Designing an Information Matching System to Match Employment Demand and Education Program Supply Data", dated May 8, 1973, prepared by the CJOPTF Senior Staff Sub-Committee, Klaus D. Grimm, Chairman.

Throughout the Project's short-range phase, the Task Force, (both, the Board of Directors and the Senior Staff Group), was kept advised of Project activities by means of Monthly Progress Reports, usually presented by Mr. Klaus D. Grimm, CJOPTF Director of Project Coordination and Liaison Administration. On July 11, 1974, Project staff released to members of the Task Force its final report on CMMISP's short-range phase. [3]

The CJOPTF Board of Directors met on June 6, 1974, for the purpose of reviewing the progress made on CMMISP during its first phase and to consider specific recommendations submitted by the CJOPTF Senior Staff Group. At that meeting, the Board of Directors gave its tacit approval for CMMISP to enter the second, long-range phase. The Board also reaffirmed and continued its policy of not approving or funding any projects in the State in duplication of or not properly coordinated with CMMISP.

On June 30, 1974, Mr. Benjamin Hargrave, EDD Deputy Director, who had, in effect, translated the original mandate from the Governor's Office for inter-departmental cooperation in the field of occupational preparation of youth, into what now is the California Joint Occupational Preparation Task Force and its California Manpower Information System Project, retired. Since that time, the Task Force, and with it, the CMMIS Project, has been in a semi-operational status. On November 21, 1974, the CJOPTF Board of Directors met and instructed CMMIS Project staff to prepare, for its review and approval, detailed Work Plans for the Project's second, long-range phase, Fiscal Years 1974-'75 and 1975-'76, as well as a Status of Funding Sources Report directly related to Project tasks and activities spelled out in the Work Plans.

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3 Reference: "Final Report - Manpower Management Information System Project (MMISP), Short-Range Phase" (Parts I and II), June, 1974.

PROJECT OBJECTIVE:

The overall objective of the California Manpower Management Information System Project during Fiscal Years 1974-'75-'76-'77 is threefold:

1. To fully develop the CMMIS Components/Component Elements identified so far, with the aim of making them operational by June, 1976;

2. To maintain those CMMIS Components and/or Component Elements already developed during Fiscal Years 1973-'74-'75; and

3. To begin the implementation of already developed CMMIS Components and/or Component Elements in selected areas of the State, with the aim of completing this process, on a Statewide basis, by June, 1977.

Table I, "California Manpower Management Information System - Schematic Diagram", on the following page, shows the three System Components as well as the individual Elements of each Component, for convenient reference purposes.

The operational requirements for CMMISP activities during Fiscal Years 1974-'75-'76-'77, in terms of organizational characteristics and necessary staff, funding and other support needed, are described in succeeding report sections.

STATE OF CALIFORNIA
JOINT OCCUPATIONAL PREPARATION TASK FORCE

TABLE I: Manpower Management Information System - Schematic Diagram

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1.0 Local Occupational Demand
1.1 Current (1974)
1.2 Projected (1975-1980)
1.3 By SMSA
1.4 By County

2.0 Local Industry Demand
2.1 Current (1974)
2.2 Projected (1975-1980)
2.3 By SMSA
2.4 By County

3.0 Hiring Standards
3.1 Technical Competencies
3.2 Skill Level
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-B-
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1.1 Public Secondary Schools
1.2 Public Junior Colleges
1.3 Public Adult Schools
1.4 Public Regional Occupational Programs and Centers
1.5 Public Colleges and Universities
1.6 Private Secondary Schools
1.7 Private Vocational Schools
1.8 Private Colleges and Universities
1.9 By SMSA
1.10 By County
1.11 By School District

2.0 Local Apprenticeship Training Programs Supply

3.0 Local Employer Training Programs Supply

4.0 Local Military Returnees Supply

5.0 Local Supply Resulting from Unemployment

6.0 Adjustments to Local Supply
6.1 Labor Force Migration
6.2 Labor Force Re-entrants
6.3 Occupational Transfers

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1.1 Population Characteristics
1.11 Age Groups
1.12 Sex Distribution
1.13 Racial/Ethnic Backgrounds
1.14 Fertility Patterns
1.15 Educational Backgrounds
1.16 Occupational Backgrounds
1.17 Income Groupings
1.2 Mobility Patterns
1.3 Current (1974)
1.4 Projected (1975-1980)
1.5 By SMSA
1.6 By County

2.0 Economic Need Analysis
2.1 Impact Analyses on Technological Trends, Scientific Discoveries, Changing Economic Patterns
2.2 By Nation
2.3 By State
2.4 By SMSA
2.5 By County

3.0 Student Interests and Occupational Preferences
3.1 Student Follow-up Surveys

SYSTEM MAINTENANCE

INFORMATION DISSEMINATION

PRACTICAL APPLICATION OF CMMIS INFORMATION

The fully developed and adequately maintained and updated California Manpower Management Information System will provide from each of its three components and/or component elements, in toto, as well as individually, comprehensive, directly relevant and immediately useful information which can be practically applied to three primary activities:

-- Educational Planning;

-- Manpower Planning;

-- Career Counseling and Guidance of Students and Individuals.

As outlined in detail, below, CMMIS information can be expected to aid significantly in the planning, as well as the counseling and guidance process. However, it must be emphasized in this context that the ready availability of CMMIS information does not, in and by itself, guarantee its actual use and intelligent application by education and manpower planners, decision-makers and counseling and guidance personnel. Thus, given organizational and political realities, it is at least conceivable that CMMIS information might not be used by, e.g., a local school district; or be used in a manner which may support a predetermined course of action but does not reflect actual manpower demand/supply relationships in a local labor market.

The California Operations Group and the Senior Staff Group of the California Joint Occupational Preparation Task Force believes that the question of whether or not CMMIS information is going to be used, by whom, and for what purposes, is a purely administrative and jurisdictional issue which will have to be dealt with by those who determine policy, formulate and enforce procedures and allocate funding in the State Department of Education, the Chancellor's Office of the California Community Colleges, the State Employment Development Department, local school and community college districts, local CETA prime sponsors, etc.

Educational Planning

The practical application of CMMIS information for educational planning purposes was the original rationale for beginning the development of CMMIS; and it remains its primary purpose.

Under several Federal and State Legislative Mandates[4], the State Department of Education has the responsibility for preparing comprehensive plans for the effective and efficient delivery of vocational education programs at the State and local level. This planning process is to be based on relevant and timely information on manpower demand/supply relationships in local labor markets. In fact, the Vocational Education Act of 1968 requires "cooperative arrangements" between the State's education and manpower agencies in generating and disseminating detailed, localized labor market information and occupational projections to be used for planning, guidance, counseling and job placement purposes.[5]

Most recently, the Comptroller General's Report to the U.S. Congress ("What is the Role of Federal Assistance for Vocational Education?", Office of Education, U.S. DHEW) commented that State and local planning for vocational education is largely inadequate and that improved planning would better insure the use of federal monies.

At the State level then, the Department of Education, the Chancellor's Office of the California Community Colleges, the Postsecondary Education Commission, the California Advisory Council on Vocational Education and Technical Training, and other organizations mandated to or concerned about the occupational preparation of youth; and at the local level, school and community college districts, public universities and colleges, regional occupational programs and centers, and adult schools, as well as private (proprietary) institutions of learning can use CMMIS information for general and detail planning of their activities, the increase or reduction, establishment or abolishment of programs; investment in facilities; preparation or retraining of instructors and staff, structuring of counseling, guidance and placement activities.

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[4]U.S. P.L. 90-576-82 Statute 1073, October 16, 1968;
California Education Code: Div. 6, Ch. 6, Sec. 6259; 6259.1 (Ch. 1500, Stat. 1974);
California Education Code: Div. 7, Ch. 1, Sec. 7504; Appendix "C".

[5]U.S. P.L. 90-576, Sec. 123(a) (8); Appendix "C".

Manpower Planning

As the "Local Occupational Demand/Public Educational Supply Matching System" originally commissioned by the CJOPTF in 1973 developed into the "California Manpower Management Information System", as currently defined, it became apparent that the information generated by it could be used not only for educational planning, but for manpower planning at the State and local level, as well. Since the Comprehensive Employment and Training Act of 1973[6], (CETA) strengthened and formalized manpower planning efforts in the State, among other things, setting aside special funds for providing local prime sponsor groups with labor market information and other technical assistance designed to orient job training programs towards projected manpower demand/supply situations in local labor markets, CMMIS appears to fill a real need, at the right time.

Information flowing from CMMIS can thus be used by the CETA State Manpower Planning Council and by local prime sponsors to identify emerging occupational and industry trends; set priorities for programs; coordinate program activities among prime sponsor groups; allocate funding accordingly; and analyze and evaluate program results.

CMMIS information can also play an important role in aiding the executive management of the State Employment Development Department in setting its goals and objectives and planning, implementing, and assessing its operations, particularly in the areas of client counseling and job placement. As discussed in considerable detail in the "Proposal for a Pilot Study of the San Francisco Employment Market"[7], the identification of different types and levels of service to different segments of the labor (employment) market would enable the department to plan its overall strategy in such a manner as to make maximum use of its staff and other resources by, e.g., concentrating its efforts on those employer groups which have a demonstrable, immediate need for EDD's services and which, most importantly, of course, would file with local offices a sufficiently high number of job openings to increase (EDD's) placement performance." (p.5)[7]. CMMIS can supply the information which would enable EDD to realize such a strategy.

In the same context, business and industry, whether as individual establishments or through such coordinating organizations as the

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[6] U.S.P.L. 93-203, Sec's. 306, 311, 312, 313, December 28, 1973; Appendix "C".

[7] Crimm, Klaus D., "Proposal for a Pilot Study of the San Francisco Employment Market", State of California, Department of Human Resources Development, August 18, 1972; Appendix "B".

Industry-Education Council of California and the California Chamber of Commerce, can use CMMIS information for their manpower planning, hiring, development and training purposes. In fact, the ready availability of comprehensive information on current and projected manpower demand/supply relationships in local labor markets would probably foster increased cooperation between private business and industry and State Government in attempting to solve the problems of occupational preparation and job placement, particularly of young people.

Similarly, other actors in the labor market, e.g., labor unions, the military, federal, state and local governments, can make use of CMMIS information for their respective manpower planning and recruitment tasks.

Finally, once fully developed and operational, CMMIS can furnish relevant information to be used by legislators and by the Governor for the formulation and evaluation of proposed legislation and programs dealing with manpower and educational policy, unemployment, vocational rehabilitation, welfare, etc.

Career Counseling and Guidance of Students and Individuals

The California Manpower Management Information System is designed for education and manpower planning. That does not mean that CMMIS information could not be used for career counseling and guidance of students, or for career decision-making purposes by individual job seekers, provided, of course, that the information is properly selected, structured, formated, disseminated and updated.

In the past, the fragile staff and funding support of CMMISP activities barely sufficed to continue the development of the System, per se; and even the Long-Range Work Plan budget only addresses funding needs for the completion and implementation of CMMIS as a planning instrument. If CMMIS information is to be readied for use by counseling and guidance personnel, or even for direct use by students and other individuals, the estimated additional funding requirements would be approximately $1,000,000 over a three-year period, this figure deriving from the unsuccessful proposal submitted by the State Employment Development Department to the U.S. Department of Labor, Occupational Information System Grants-to-States Program.

CMMIS Project staff has given careful consideration to the need for structuring CMMIS information to serve different user groups, including counseling and guidance personnel and students. The following paragraphs highlight these considerations.

STRUCTURING CMMIS INFORMATION FOR DIFFERENT USER GROUPS

Providing truly useful information on "labor market trends", "occupational opportunities", or even on "the most promising careers of the future", depends entirely on the actual concerns of the individual, or group of individuals, requesting such information. Currently available information grouped under the term of "labor market information/occupational outlook information" does not automatically satisfy the highly differentiated information needs of individual users or user groups.

To illustrate this point, three examples can be considered:

- The County Department of Education in a rural area of the State wants to set up a Regional Occupational Center in order to increase the opportunities for local students for occupational preparation and vocational training, as well as for the purpose of opening up alternative career opportunities in occupational fields other than agriculture.

  The educators responsible for planning training programs and facilities for the Center, after consultation with the local Chamber of Commerce and the business community, feel that emphasis should be placed on vocational training for occupations in the tourism industry. To make certain that the Center will offer training programs in occupational fields with good employment prospects, the County Office of Education requests from the State Employment Development Department, detailed information about the current and projected demand for occupations in their local labor market.

- The vocational guidance counselor in a local high school wants to advise the students of a graduating class on alternatives to four-year college study. In this connection, the question is raised, what career opportunities exist for high school graduates in the field of computer programming.

- A woman, twenty-two years of age, currently employed as a photographic technician in a local film development laboratory, is no longer satisfied in her occupation. She is looking for a job which is more interesting and pays better wages. She is thinking of enrolling in a training program for commercial photographers given at a community college. She wants to either work for an advertising agency, or free-lance. Are her employment opportunities more favorable as a self-employed photographer, or as an employee in an advertising agency?

The first example deals with a planning decision. An educational institution needs specific labor market information to structure its curriculum offerings at a Regional Occupational Center. The information requested involves occupational demand projections for certain occupational and industry categories.

In the second example, graduating high school students are in the process of deciding whether to continue their education at the college level, or whether to receive occupational training. They require information about employment prospects for a particular group.

The young lady in the third example wants to upgrade her career. The information she needs is determined by personal characteristics and aspirations; she requires individual career counseling and guidance information.

The three examples clarify that if manpower information is to be meaningful, it has to be structured in a way so that it directly addresses the specific information needs of different users and user groups.

In terms of structuring the information flowing from CMMIS, specific data needs by different user groups could be satisfied, if CMMIS information is arranged into the three basic categories outlined in the diagram on the following page (Table IV). In terms of information content, various CMMIS data elements could be used, such as past, current, and projected (trend) quantity of student supply and occupational demand; age distribution in the occupation; education/training background of individuals employed in the occupation; transfer from other occupations and education/training programs; industry characteristics for occupation, particularly size of establishment, turnover, typical activity (i.e., "Service" vs. "Manufacturing"); possibilities for transfer into other occupations; etc.

CMMIS Project staff has also considered possible ways of disseminating information for career counseling and guidance purposes, among them the publication of an Occupational Outlook Handbook for California which, in essence, would pick up where the U.S. Department of Labor Occupational Outlook Handbook leaves off; and the further development of an occupational information micro-fiche system already existing in Southern California, - Odessa Dubinsky's effort.

PROPOSED STRUCTURE OF CMMISP INFORMATION

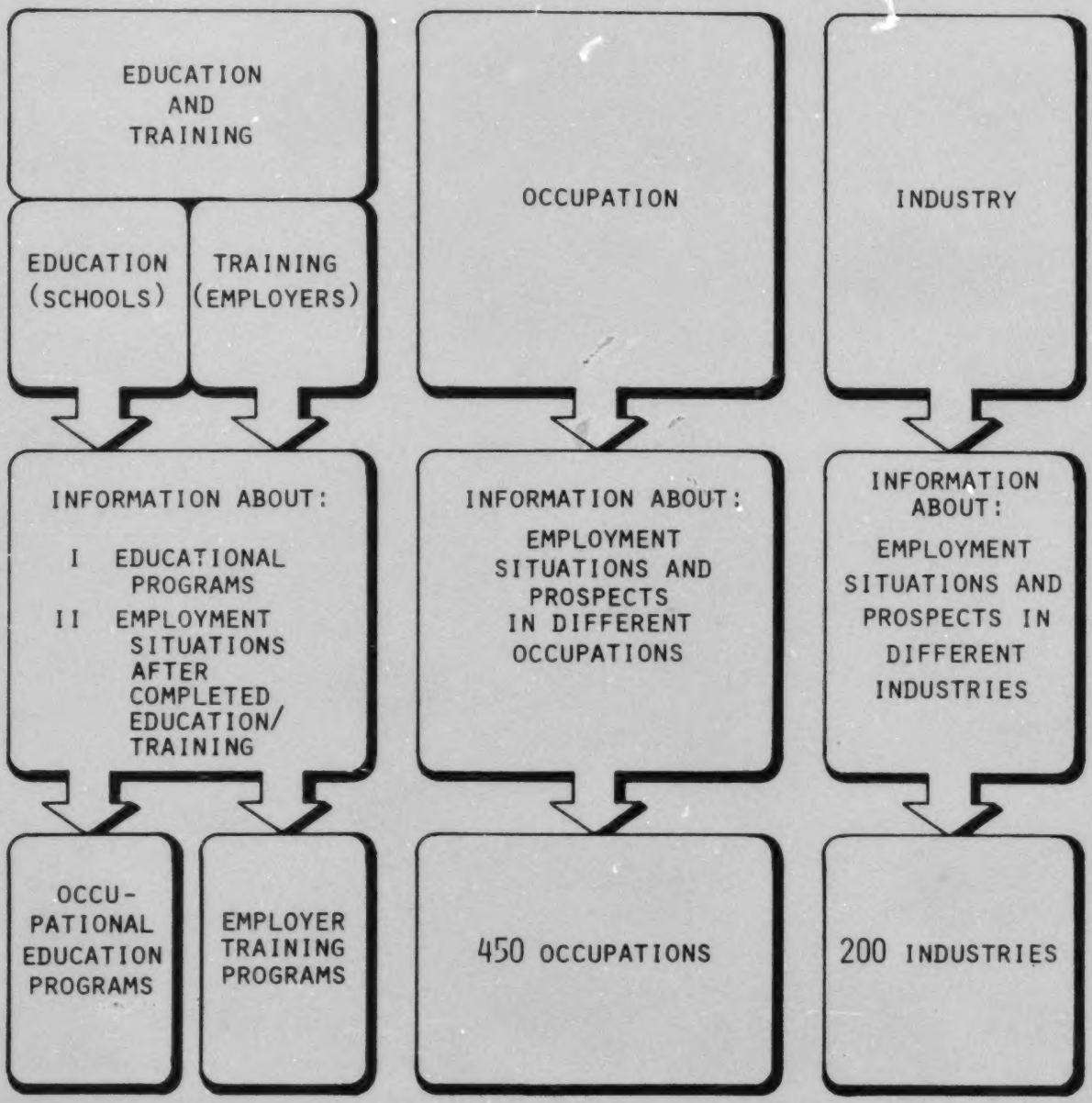

Table IV

PROJECT ADMINISTRATION:

Table II shows the organizational structure of both the California Joint Occupational Preparation Task Force and its Manpower Management Information System Project.

Since July 1974, the Task Force has been in a semi-operational status, - a circumstance brought about by the retirement of Mr. Benjamin Hargrave from his function as CJOPTF's Chairman and prime mover and motivator of the Project, as well as by the uncertainties dictated by the pending change in Administration at the State Government level. Consequently, it is necessary that the Task Force be reconstituted under the current Administration and that its status, functions, responsibilities and activities be formalized along the lines of the proposed Constitution and By-Laws outlined in Appendix "A".

Four factors which are essential to the successful completion of the Manpower Management Information System Project deserve special attention:

Legislated Mandate

In 1974, the California Legislature passed and the Governor signed into law an addition to the California Education Code[8] which makes it the responsibility of the Superintendent of Public Instruction, in cooperation with the Chancellor of the California Community Colleges and the Director of the Employment Development Department, to establish a manpower management information system to provide educators, students and manpower planners in the state with statistical data and comprehensive information on manpower demand/ manpower supply relationships in labor markets and appropriate socio-economic data; as well as to gather information relevant to the process of effective education and manpower development planning. A currently pending Assembly Bill 322[9] would further amend Section 6259.1, by adding the recently created California Postsecondary Education Commission to the California Community Colleges and the Employment Development Department to cooperate in the establishment of the Manpower Management Information System.

It is the opinion of the California Joint Occupational Preparation Task Force's Senior Staff Group and of the CMMIS California Operations Group that this clear legislative mandate should be the prime source of authority required to carry on the activities of the Task Force and its California Manpower Management Information System Project.

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[8] California Education Code, Div. 6, Ch. 6, Sec. 6259 and 6259.1 (added by Ch. 1500, Statutes of 1974); Appendix "C".

[9] AB 322, 1975-76 Regular Session of the California Legislature; Appendix "C".

Endorsement from Governor

Although the legislative mandate cited above is, in and by itself, sufficient for the ongoing operation of CJOPTF and CMMISP, the continuing, active and meaningful cooperation and interaction among the various agencies and departments at the State, local and Federal level, particularly those not addressed in the Law, as well as public and private organizations represented on the Task Force, would be greatly enhanced by the official endorsement and support of the Governor. Such an endorsement and support existed under the previous Administration, and without it, the Project would not have advanced as far as it has. It is desirable, therefore, that Governor Brown officially endorse the Task Force and its Project, if by no other means than by designating a suitable representative of his office to serve on the Task Force's Board of Directors.

CJOPTF/MMISP Administration

With the Manpower Management Information System Project having developed into a nationally and internationally recognized effort of educational and manpower planning, the task of managing the Project for the Task Force, on a day-to-day basis, has grown into a function requiring the establishment of an organizational entity adequately staffed and placed at a level of authority where it can effectively coordinate the many different and highly complex Project Tasks and Activities; link local Project operations with the policy guidance and support responsibilities of the Task Force at the State level; and establish and maintain extensive liaison and cooperative relationships with various agencies of the Federal Government, with business, industry and labor representatives, academia, research groups, advisory councils and similar organizations.

During the Project's short-range phase, the management of MMISP was accomplished by Mr. Klaus D. Grimm, Special Research Consultant to the Task Force, serving on Mr. Hargrave's staff. Mr. Grimm was actively involved in developing the basic concepts and ideas which eventually found expression in the Manpower Management Information System Project; and upon approval of the original Project Proposal by the CJOPTF Board of Directors, he was appointed Director of Project Coordination and Liaison Administration. When, with the retirement of Mr. Hargrave, the Task Force entered a period of indecision, the function of MMIS Project Coordination and Liaison Administration was relegated to a level of relative insignificance within the State Employment Development Department. This unfortunate development has had a markedly negative effect on the development of the Project throughout Fiscal Year 1974-75.

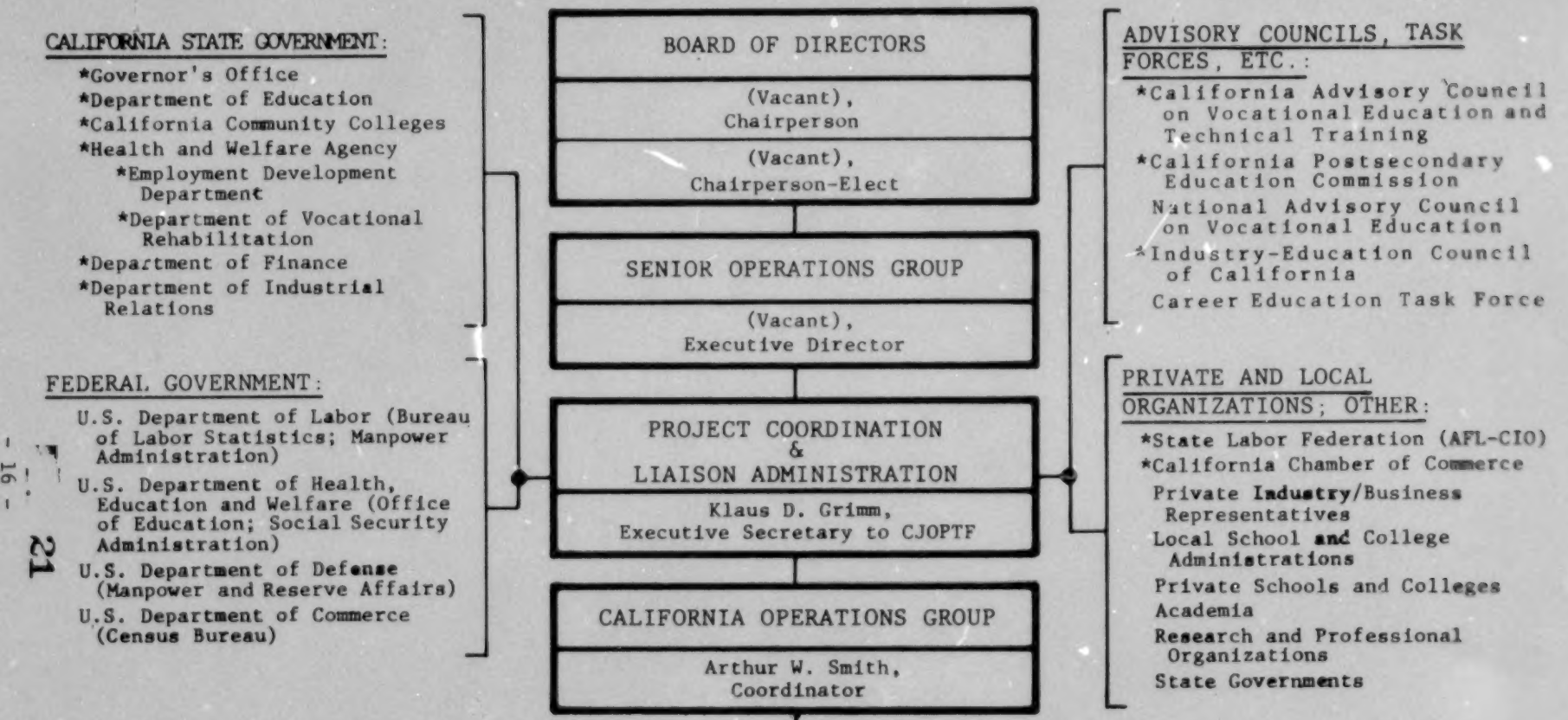
Based on this experience, it is considered most feasible to directly fund the administration of the Task Force and the Project; a budget is included in this Work Plan. As a directly funded Task Force function, the Director of MMIS Project Coordination and Liaison Administration, - although he may be a regular employee assigned to a CJOPTF member organization, - should directly report to the Task Force's Chairperson and be solely responsible for his activities to the Task Force.

MMISP Information Dissemination and Implementation Testing

When the CJOPTF Board of Directors approved the initial development of the Manpower Management Information System Project in June 1973, the question was raised, whether the information which would eventually flow from the MMIS would actually be used by local educators in planning curricula and in guiding and counseling students. It is difficult, of course, to answer this question in the affirmative without qualifications, since local school administrators are relatively independent within their own school districts in matters of policy formulation and implementation. However, in direct response to the question, the California Operations Group, with the active support and funding of the State Department of Education, has embarked on a continuing effort to develop and test a methodology which would, in effect, train educators, as well as manpower planners, at the State and local level, in the effective application of MMIS information. Consequently, the Project Tasks of MMISP Information Dissemination and Local Implementation Testing are identified in the following report section, together with applicable budgets.

TABLE II:
Organization Chart

CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE (CJOPTF)
MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (MMISP)


CALIFORNIA STATE GOVERNMENT:
*Governor's Office
*Department of Education
*California Community Colleges
*Health and Welfare Agency
*Employment Development Department
*Department of Vocational Rehabilitation
*Department of Finance
*Department of Industrial Relations
FEDERAL GOVERNMENT:
U.S. Department of Labor (Bureau of Labor Statistics; Manpower Administration)
U.S. Department of Health, Education and Welfare (Office of Education; Social Security Administration)
U.S. Department of Defense (Manpower and Reserve Affairs)
U.S. Department of Commerce (Census Bureau)
BOARD OF DIRECTORS
(Vacant), Chairperson
(Vacant), Chairperson-Elect
SENIOR OPERATIONS GROUP
(Vacant), Executive Director
PROJECT COORDINATION & LIAISON ADMINISTRATION
Klaus D. Grimm, Executive Secretary to CJOPTF
CALIFORNIA OPERATIONS GROUP
Arthur W. Smith, Coordinator
ADVISORY COUNCILS, TASK FORCES, ETC.:
*California Advisory Council on Vocational Education and Technical Training
*California Postsecondary Education Commission
National Advisory Council on Vocational Education
*Industry-Education Council of California
Career Education Task Force
PRIVATE AND LOCAL ORGANIZATIONS; OTHER:
*State Labor Federation (AFL-CIO)
*California Chamber of Commerce
Private Industry/Business Representatives
Local School and College Administrations
Private Schools and Colleges
Academia
Research and Professional Organizations
State Governments

Odessa Dubinsky: MMIS Components/Elements, A-1.0, 1.1, 1.2, 1.3, 1.4; A-2.0, 2.1, 2.2, 2.3, 2.4; B-5.0; B-6.0, 6.1, 6.2, 6.3
Robert L. Branch: MMIS Components/Elements, A-3.0, 3.1, 3.2, 3.3
Arthur W. Smith: MMIS Components/Elements, A-4.0, 4.1, 4.2
John Van Zant: MMIS Components/Elements, B-1.0, 1.1, 1.2, 1.3, 1.4, 1.9, 1.10, 1.11; C-3.0, C-3.1
Dr. William H. Haldeman: MMIS Components/Elements, B-1.5, 1.8, 1.9, 1.10, 1.11
Don Rucker: MMIS Componets/Elements, B-1.6, 1.7, 1.9, 1.10, 1.11
Robert L. Clottu: MMIS Components/Elements, B-2.0
Klaus Grimm: MMIS Components/Elements, B-3.0; B-4.0
William Lawson: MMIS Components/Elements, C.1.0, 1.1, 1.11, 1.12, 1.13, 1.14, 1.15, 1.16, 1.17; 1.2, 1.3, 1.4, 1.5, 1.6
Walt Gembica: MMIS Components/Elements, C-2.0, 2.1, 2.2, 2.3, 2.4, 2.5

*Denotes Membership on CJOPTF.

The California Joint Occupationl Preparation Task Force & California Manpower Management Information System Project

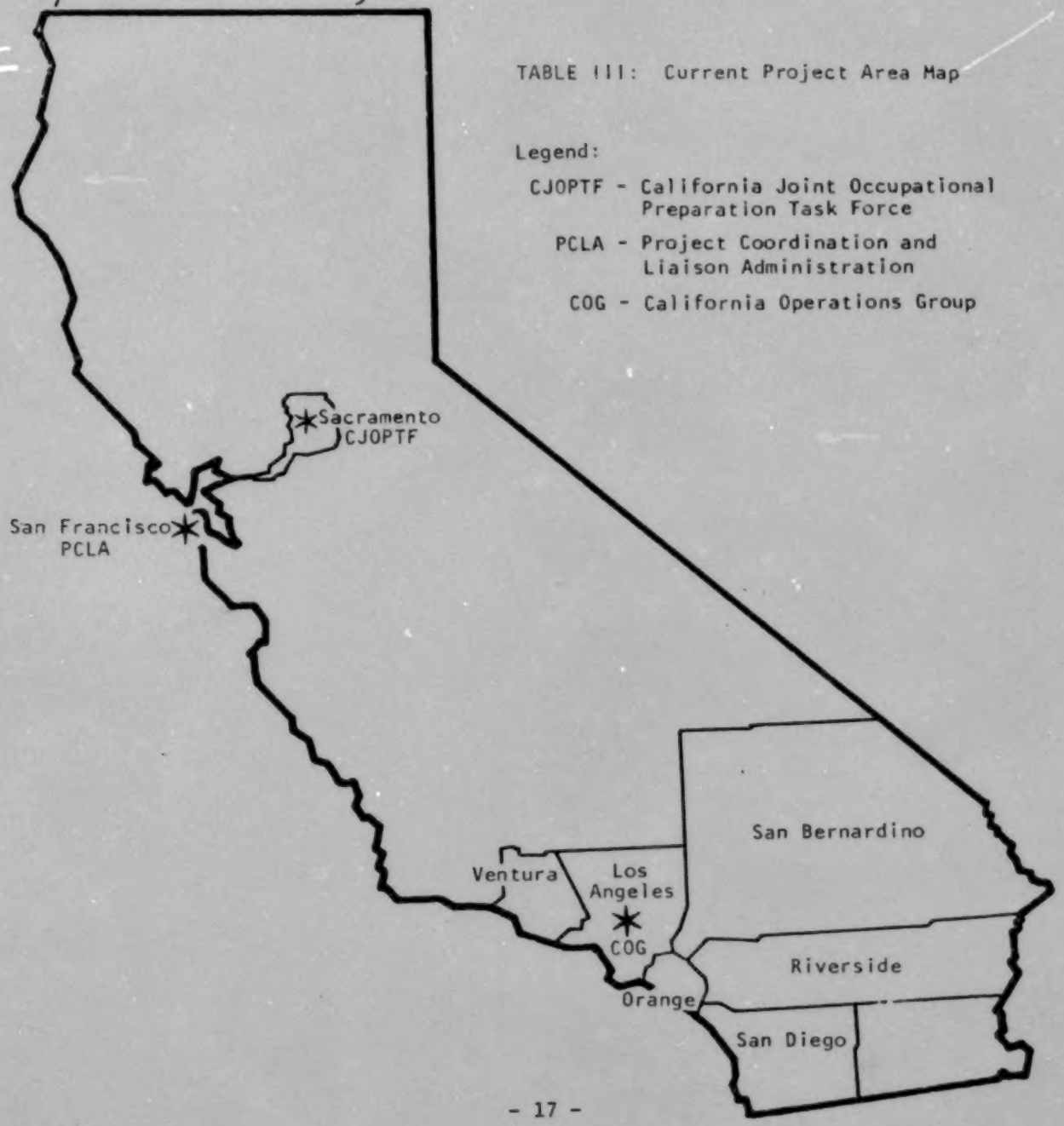
TABLE III: Current Project Area Map

Legend:

CJOPTF - California Joint Occupational Preparation Task Force

PCLA - Project Coordination and Liaison Administration

COG - California Operations Group



Work Plan Summary:

The following report section contains detailed descriptions of individual tasks and activities for Fiscal Years 1974-75, 1975-76 and 1976-77, together with reports on the current and/or expected status and sources of funding to realize these tasks.

Since the individual task and activity descriptions are quite technical in nature, are at times grouped together, and are frequently cross-referenced, the reader might appreciate a short overview of the California Manpower Management Information System.

Referring to Table I, showing the schematic diagram of CMMIS, it should be noted that the System consists of three individual Components labeled "A- Manpower Demand Component"; "B- Manpower Supply Component"; and "C- Socio-Economic Factors Component". Within each Component are several Elements. For example, the Manpower Demand Component (A) contains Element 1.0, - "Local Occupational Demand". Component Elements are coded by digits indicating certain relationships among Elements. For example, in the Manpower Supply Component (B), Element 6.0, - "Adjustments to Local Labor Supply", - is subdivided into Elements 6.1, - "Labor Force Migration"; 6.2, - "Labor Force Re-entrants"; and 6.3, - "Occupational Transfers". An understanding of how the MMIS Components and Component Elements fit into the total system will help the reader to fully appreciate the detailed descriptions of Project Tasks and Activities.

Budget Summary:

The following pages show the Operating Budget prepared by the MMISP California Operations Group for the three System Components and for individual Component Elements. More specific budget data identifying professional, technical and clerical staff salaries; fixed charges (employee benefits); travel expenses; operating expenses; indirect expenses; and special contracted services is available on special request; Appendix "L" (Limited Distribution).

The MMISP Operating Budget indicates, in separate categories, the actual funding need and the portion of each need which either has already been funded or for which funding has been identified. The Operating Budget also distinguishes between MMIS Components and Elements and Tasks/Activities being developmental ("D"), and sustaining ("S") in nature. Usually, the cost of developing a Component or Element is considerably higher than sustaining it.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

OPERATING BUDGET SUMMARY

MANPOWER MANAGEMENT INFORMATION SYSTEM

Operating Budget Summary
1975-76 & 1976-77

(Prepared by the California Operations Group (COG))

The following summary represents the total estimate of funding requirements for each of the major MMIS components including 1974-75 funds currently committed and which are indicated by an (*) in the attached back-up information.

MMIS COMPONENT	1975-76		1976-77	
	Total Need	Funded Portion*	Total Need	Funded Portion*
A - Manpower Demand	$164,020	$33,950	$186,808	--
B - Manpower Supply	316,695	142,915	185,827	--
C - Socio/Economic Factors	139,913	3,388	86,705	$21,505
Dissemination and Testing	57,408	57,408	84,305	--
Administration	36,012	--	36,012	--
Totals	$714,248	$237,661	$579,657	$21,505

Task #	Task Title	1975-76		1976-77	
		D-S	Amount	D-S	Amount
1.0-2.4	Local Occupational Demand and Local Industry Demand	S	$120,650	S	92,475
3.0-3.3	Hiring Standards	D	33,950*	D	67,463
4.0-4.2	Spec. Info. on Occup. and Indust. Demand	D	9,420	D	26,870
	Sub-totals: Developmental		43,370		94,333
	Sustaining		120,650		92,475
	Total:		$164,020		$186,808

* Funded, including matching and in-kind contributions

Task #	Task Title	1975-76		1976-77	
		D-S	Amount	D-S	Amount
1.0-1.4	Local Public Educational Supply	D	$142,915*	D	$80,214
1.5 1.8-1.11	Local Pub. and Private College Educational Supply	D	55,878	S	25,939
1.6-1.7	Private Secondary and Voc. School Supply	S	23,584	D	23,584
2.0	Apprenticeship Training	D	23,005	S	9,752
3.0	Employer Training	D	16,815	D	16,815
4.0	Military Training	D	22,755	S	9,027
5.0 - 6.3	Local Supply Resulting from Unemployment and adjustments to local supply	D	31,943	S	21,096
	Sub-totals: Developmental Sustaining		$316,895 -		$120,613 $65,214
	Total:		$316,895		$185,827

*Funded, including matching and in-kind contributions

Task #	Task Title	1975-76		1976-77	
		D-S	Amount	D-S	Amount
1.0-1.6	Demographic information	D	$4,888	D	$20,005*
2.0-2.4	Economic need analysis	D	59,230	S	66,700
3.0-3.1	Student interests and occup. Preferences		75,795	D	-
	Sub-totals:				
	Developmental		139.913		$20,005*
	Sustaining		--		66,700
	Total:		$139.913		$86,705

*Funded, including matching and in-kind contributions

Task #	Task Title	1975-76		1976-77	
		D-S	Amount	D-S	Amount
	MMIS Administration	S	$18,156	S	$18,156
	JOPTF Administration	S	17,856	S	17,856
	Total:		$36,012		$36,012

Task #	Task Title	1975-76		1976-77	
		D-S	Amount	D-S	Amount
	Information Dissemination	D	$14,058*	D	15,147
	Field Testing of Tasks	D	43,350*	D	69,158
	Sub-totals:				
	Developmental		$57,408		$84,305
	Sustaining		-		-
	Total:		$57,408		$84,305

*Funded, including matching and in-kind contributions

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

TASK NUMBER(S): A-1.0; 1.1; 1.2; 1.3; 1.4;
A-2.0; 2.1; 2.2; 2.3; 2.4

TASK TITLE(s): Local Occupational Demand
(Current and Projected; by Standard Metropolitan Statistical Area and County) and of
Local Industry Demand
(Current and Projected; by Standard Metropolitan Statistical Area and County)

Southern California Employment Data
and Research Section
State Employment Development Department

Task Administration:

The California State Employment Development Department, Division of Employment Data and Research, will be responsible for accomplishing the Project Tasks listed, primarily through its Southern California Region Employment Data and Research Section.

Introduction:

Without the continued production of manpower demand projections for local labor markets, and the periodic updating of these projections, there will not be a Manpower Management Information System for the State of California. It is therefore essential that the State Employment Development Department guarantee the maintenance of methodology and procedures, as well as the actual production of its Industry-Occupation Matrices for local labor markets (SMSAs) throughout the State.

Improvements of existing manpower demand projection procedures must be considered, in addition to the exploration and determination of the feasibility of validating Industry-Occupation Matrix "cells"; and adapting matrices to geographical areas other than SMSAs, - e.g., counties, regional planning areas and educational administrative districts.

Task Objectives and Activities:

The primary objectives and activities to accomplish the Project Tasks listed, during Fiscal Year 1974/5/6/7 are:

1. To maintain, for the duration of the MMISP Long-Range Phase, adequate and competent staff in the State Employment Development Department which will have the responsibility and capability of developing, preparing and publishing the data required for Industry-Occupation Matrices, on a regularly scheduled basis, for all 17 of the State's Standard Metropolitan Statistical Areas.

2. To research, design, develop, and implement feasible methods and procedures for improving occupational and industry data, validating Industry-Occupation Matrix "cells", and fully incorporating employer-generated and/ -supplied information into the Matrix, in coordination with Project Tasks A-4.0, 4.1, and 4.2.

3. To plan, design, develop, test, and implement feasible methods for applying Matrix coefficients at sub-sector (SMSA) levels, so as to produce directly relevant and realistic detail information on existing and projected occupational structure to such non-SMSA geographical areas as counties; regional planning areas; areas designated as "prime sponsor" areas under the Comprehensive Employment and Training Act of 1974; educational administrative districts, etc.

4. To actively cooperate in the design, development, and implementation of feasible methods of disseminating manpower demand data and to provide adequate staff resources for the development of materials, for the training of data users at the State, regional, and local level, for such applications as student guidance and counseling, educational curriculum and program planning, instructional courses, job development, manpower planning, needs assessment, public information, etc.

Status and Source(s) of Funding:

The production of manpower demand projections for the 1972-1975 period was funded by the U.S. Department of Labor, - the sole funding source of EDD operations. The 1975-1980 manpower demand projections were funded, for the 1974-75 Fiscal Year, out of State CETA moneys. At the time of this writing, no provisions have been made to guarantee the regular, periodic updating of these projections; or for their extension beyond 1980. Since the further development of MMISP and its maintenance, once its development has been completed, is utterly dependent on the routine production and updating of detailed manpower demand projections; and since the U.S. Department of Labor, at least at this point in time, has not made a definite commitment to funding the continuing and continuous production of detailed manpower demand projections, feasible alternatives should be investigated, such as:

- Enabling State legislation which would provide automatic funding for manpower projections out of State general fund moneys, in case federal funds available to EDD should not be forthcoming (reference: Section 6259.1, California Education Code; AB 322, inter alias); and/or

- Collaboration with the ongoing economic activity and population research activities of the State Department of Finance; and relevant California Chamber of Commerce, private business and industry manpower research activities; and/or

- The ongoing funding support of EDD's ED&R function of producing manpower demand projections out of federal and/or State moneys available to education agencies for this purpose.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

TASK NUMBER(S): A-3.0; 3.1; 3.2; 3.3

TASK TITLE(s): Hiring Standards
(Technical Competencies;
Skill Levels;
Attitudinal Requirements)

Research and Planning Section
Sacramento County Office of Education

Task Administration:

The Sacramento County Office of Education, Department of Research and of Educational Data Processing, will be responsible for accomplishing the Project Task listed.

Introduction:

The Sacramento County Office of Education is currently involved in a research project to compare and analyze the existing objectives of educational programs (technical skills to be imparted to students) in high school vocational education programs and regional occupational programs, as to their compatibility with job performance requirements, as identified by a representative sample of employers. This research project (34-10348-C-4-004) is funded out of Vocational Education Act, Part C, moneys, and addresses MMIS Project Task 3.0 through 3.3, Hiring Standards.

During Fiscal Year 1975-76, the project will seek to include academic skill requirements for entry-level occupations in business and industry; and also to test the feasibility of applying the methods and procedures currently being developed to other labor market areas, initially to the MMISP County of Ventura.

Task Objectives:

Task Objectives during Fiscal Year 1974-75 will be developmental in character; during 1975-76, they will be both, developmental and sustaining.

Fiscal Year 1974-75:

1. Collection and analysis of educational programs performance objectives, from secondary schools in Sacramento County, for vocational education programs approved under P.L. 90-576;

2. Review of educational programs performance objectives, coded by U.S. Department of Labor Dictionary of Occupational Titles Codes, by a statistically significant number of employers ($x \propto .05$), classified by U.S. Department of Labor Standard Industry Code listing occupations related to Dictionary of Occupational Titles Codes;

3. Correlation of DOT/Educational Program - coded performance objectives with SIC - coded employer skill requirements;

4. Rewriting of employer-specified skill requirements into educational program performance objectives to be used for educational program planning and course formats;

5. Design and maintenance of computer programs for the purpose of storing validated skill requirements/performance objectives in computer files for instant retrieval by DOT/Program/Vocational Cluster codes.

Fiscal Year 1975-76:

1. Testing the methodology and process currently being developed in Sacramento County in a second California labor market area, - Ventura County, - as to its exportability and applicability;

2. Identification and validation of academic educational program skills (mathematics and language arts) currently taught, with employer-specified occupational skill requirements, of a statistically significant number of employers in the Sacramento labor market;

3. Identification of attitudinal requirements specified by employers in the Sacramento labor market;

4. Extension of existing computer data base, to include academic and attitude requirements, for retrieval by educators for educational program and course planning purposes.

Activities to Accomplish Objectives 1974/75 and/or 1975/76/77:

Task objectives for Fiscal Year 1974-75, as stated above, are currently being realized by:

1. Visiting each of the 34 public high schools and of the Regional Occupational Center in Sacramento County and collecting vocational education programs performance objectives and course content statements for all courses falling under the P.L. 90-576 purview. Common course objectives are being consolidated; e.g., the objectives for all "automotive

mechanic" courses are combined, in preparation for their review by employers in the Sacramento labor market.

2. A significant sample of employers is being selected representing business and industry establishments employing individuals with occupational backgrounds addressed by current vocational education programs in Sacramento County.

3. Educational program performance objectives and employer-specified responses to the objectives are being analyzed for significance, applying chi-square statistical criteria.

4. Educational program performance objectives are being restated to reflect validated entry-level job requirements using a standardized job performance format (skill-condition-criteria for measurement), and entered into computer storage for retrieval by educators and manpower planners, to aid program planning and decision-making.

Task Objectives for Fiscal Year 1975-76, as stated above, will involve the following activities:

1. Ventura County School Office staff will collect educational program and course objectives. Using DOT/SIC-coded employer address computer tapes from the State Employment Development Department, the Sacramento Office of Education will assist the Ventura County Schools Office in selecting a representative sample of employer groups, for the purpose of soliciting employer responses to educational program objectives. The data collected in Ventura County on educational program objectives and employer responses outlining skill requirements for entry-level occupations, will be computer-processed by the Sacramento County Schools Office, applying computer programs currently used for the 1974-75 project.

2. Sacramento County School Office staff will collect educational program performance course objectives for mathematics and language art skills taught in Sacramento high schools conducting vocational education programs, and have these objectives reviewed by employers.

3. A representative sample of employers will also be surveyed on the personal attitudes they believe entry-level employees should possess.

Status and Source(s) of Funding:

During the current 1974-75 Fiscal Year, VEA, Part C, and local funds are available to support Project Activities. No funds have been identified at the time of this writing to realize Task Objectives for Fiscal Year 1975-76 and beyond. However an attempt will be made to obtain funding out of VEA, Part C and/or other federal sources.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

TASK NUMBER(S): A-4.0; 4.1; 4.2

TASK TITLE(S): Specialized Information on Occupational & Industrial Demand
(Local Characteristics;
Detailed Industry Profiles)

Regional Occupational Program
San Bernardino County Schools Office

Task Administration:

This Task will be jointly administered through cooperative participation of selected educational representatives on MMISP's California Operations Group and staff of the Southern California Employment Data & Research Section of the State Employment Development Department.

Introduction:

There is a need to develop a basic methodology for validating and supplementing the manpower demand data made available through the Industry-Occupation Matrix (Elements 1.0 and 2.0 of Component A of the MMIS Schematic Diagram). The purpose of this Task is to design and field-test a basic, standardized method of conducting localized, detailed studies of one or more industries and/or one or more occupations in an SMSA or other local labor market area. The data generated by this method will be compatible in form and content with the information made available through other MMIS Components and Elements.

Task Objectives 1975-76:

1. To identify the kinds of data needed to produce a basic, localized occupational and industry demand profile.

2. To determine the extent and/or limitations of existing information deemed necessary to complete a local industry-occupational study.

3. To identify feasible, expedient and reasonably inexpensive techniques for obtaining the data.

4. To develop a methodology for completing an individual industry-occupational study in a local area with data cells which are adaptable for incorporation into the existing programs used in producing Industry-Occupation Matrices.

Task Objectives 1976-77-78:

1. To conduct a study of the occupational structure of local industries for a minimum of three specified industry groups

in three different geographic areas and to recommend a standard methodology as a result of these pilot studies.

2. To design data processing procedures which will insure compatibility with other MMIS Components; and which can be replicated in other parts of California, within the total system.

Activities 1975-76:

1. The investigator, working with selected MMISP/California Operations Group members, will determine the kinds of data and backup information needed to produce a local profile of one or more industries and/or occupations for an SMSA or other defined labor market.

2. The investigator will prepare a tentative, printed format encompassing the required information.

3. The investigator will identify alternative methodologies for gathering the data from selected employers within the local area.

4. The investigator will prepare a tentative format for summarizing the data and for reporting the results of the local study to educators and manpower planners.

5. The investigator will report the findings to the MMISP/California Operations Group as a Task Activity Report by June 30, 1976.

Activities 1976-77-78:

1. The investigator, in consultation with MMISP/California Operations Group, will select three different SMSAs or local labor market areas and three different industry groupings for field-testing the data gathering process.

2. The investigator will supervise the conduct of the three local studies according to the recommended procedures developed during the 1975-76 activity period.

3. The investigator will evaluate the results of the pilot studies and will report to the MMISP/California Operations Group recomendations for a fully operational methodology.

4. The investigator will assist a data processing consultant to incorporate this element into the total format of the MMIS.

Status and Source(s) of Funding:

There is no known current or projected funding of this Task for either fiscal period. In addition to an allocation of time for paid staff, it will be necessary to involve members of MMISP/California Operations Group in an advisory capacity, in order to monitor its compatibility with other MMIS Components.

A limited amount of work associated with this Task has been done by Odessa Dubinsky and Art Smith. Both are members of MMSIP/California Operations Group and can serve as resource persons for the investigator.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

TASK NUMBER(S): B-1.0; 1.1; 1.2; 1.3; 1.4; 1.9; 1.10; 1.11

TASK TITLE(S): Local Educational Supply
(Public Secondary Schools; Public Junior Colleges; Public Adult Schools; Public Regional Occupational Programs and Centers; by Standard Metropolitan Statistical Area; by County; by School District)

Department of Occupational Education
Ventura County Superintendent of Schools Office

Task Administration:

During the 1974-75 Fiscal Year, this Project Task is the responsibility of the Ventura County Superintendent of Schools Office, in conjunction with Instruction/Services Section of the Ventura County Community College District. The scope of the Project Task also includes active cooperation with the San Bernardino County Superintendent of Schools Office and the Southern California Region Employment Data and Research Section of the State Employment Development Department. During Fiscal Year 1975-76 and beyond, the Sacramento County Schools Office will be involved, as well, in an initial attempt to expand MMISP activities to areas of the State, other than the current Los Angeles Basin Project Area.

Introduction:

Although the California Manpower Management Information System, once fully developed and sustained on a regular basis, can be used for overall manpower planning on the state and local level, its original attempt was, and, at least at this stage, its primary intent is to generate and disseminate specific, directly useful and immediately relevant data on existing and projected correlations between manpower (occupational) demand and manpower supply coming out of our local public educational institutions. A "matching" of forecast occupational demand in local labor markets with student supply from local vocational education programs, will be invaluable to the educational planner to intelligently determine the types and numbers of occupational programs needed to realistically address the expected occupational demands of local labor markets.

Task Objectives 1974-75:

In essence, Task Objectives for the 1974-75 Fiscal Year are:

1. Preparation of a comprehensive listing of new and modified old California Course Codes and Descriptors, for the purpose of establishing a basic, continuously reliable data source on student enrollments and completions in public educational institutions which will provide, for direct input into the MMIS, local education supply data.

Task Objectives 1974-75 (cont'd):

2. Determination of actual data needs; design of appropriate reporting and display documents relating to 1974-75 Task Objectives (1, above); and field tests of the process developed.

3. Development of a data processing procedure designed to generate student enrollments/completions information from (U. S. Office of Education) Vocational Education Annual Report Forms Nos. 45 and 48.

4. Development of uniformly applicable definitions for such factors as "Educational Program"; "Student Enrollment"; and "Program Completion".

5. Determination of Course Coding compatability and verification of occupational titles.

6. Development and field testing of computer programs correlating ("matching") occupational demand with educational supply.

7. Establishment of a statistically valid data base for projections of local educational supply, to coincide with already existing projections of local manpower demand.

8. Analyses of key elements of related studies, e.g., other major manpower supply elements; socio-economic factors (student interests/preferences); etc.

9. Development of orientation materials to be used in MMIS "Training-the-Trainers" seminars, to be conducted.

Task Objectives 1975-76-77:

During the 1975-76 Fiscal Year, developmental activities started in Fiscal Year 1974-75 will be continued, with particular emphasis on system maintenance and implementation, to include technical field assistance throughout the State.

1. Analyses and incorporation of key data elements and/or corresponding research, development and implementation efforts, judged to be relevant to MMIS, into the system.

2. Development and conducting of In-service Workshops, for local educators and manpower planners.

Task Objectives 1975-76-77 (cont'd):

3. Provision of necessary coordination and maintenance services for implementation of MMIS Components and/or Component Elements, in other areas of the State.

4. Provision of technical assistance seminars, for Regional Education Data Processing Centers staff and staff in participating field-test districts.

Activities to Accomplish Objectives 1974-75:

1. Establish a project course code advisory committee; compile a program/course inventory, code inventory and report discrepancies; prepare new codes/descriptors and verify with advisory committee; submit recommendations to State staff.

2. Select pilot test sites; determine, analyze and list MMIS and vocational education data needs and sources; design/field test/evaluate input documents; provide technical assistance.

3. Determine computer files; establish system parameters; create programming time line; create test data and checkout programs; field-test system.

4. Research publications/reports; conduct a seminar to discuss and define required definitions; compile and verify seminar results; submit recommended definitions to appropriate personnel.

5. Cross-code 1970 U.S. Census Occupational Titles to Dictionary of Occupational Titles; and to U.S.O.E. Program Codes; survey Vocational Education instructors to obtain occupational list by Program; prepare Coding Compatibility Table for programs operating in the field-test area.

6. Coordinate with Southern California Region Employment Data and Research Section (EDD) staff to establish matches within different coding structures; determine data input methodology; analyze output requirements; determine system parameters; create programming time line; create test data and checkout programs; field test and evaluate system.

Activities to Accomplish Objectives 1974-75 (cont'd):

7. Identify student enrollment/completion/population files and write programs to extract data; create history files; establish system implementation and checkout procedures.

8. Establish personnel contacts with projects identified by CJOPTF and reviewed by COG as being potential sub-components of the MMIS; identify, analyze and list elements that can be incorporated into, or are compatible with the Project's output.

9. Prepare dissemination materials to assist field-test site personnel; conduct information - exchange seminars at the State, Regional, and Local level.

Activities to Accomplish Objectives 1975-76-77:

1. Review and analyze 1974-75 CJOPTF recommendations/conclusions to determine possible system modifications. Continue system coordination with other related and operating projects to incorporate their findings, if financially feasible.

2. Continue field testing of the 1974-75 Project to determine actual sustaining procedures and costs; provide data processing services needed to produce MMIS/vocational education reports, for test districts and monitor and evaluate process.

3. Prepare an MMIS Implementation Procedure Manual for data processing and local school and community college district use.

4. Develop Workshop format and content; select workshop sites and dates; conduct and coordinate Workshop presentations with Regional Educational Data Processing Centers and local school and community college districts selected to participate.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

TASK NUMBER(S): B-1.5; 1.8; 1.9; 1.10; 1.11

TASK TITLE(S): Local Educational Supply
(Public Colleges and Universities; Private Colleges and Universities; by Standard Metropolitan Statistical Area; by County; by Administrative District)

California Postsecondary Education Commission

Task Administration:

The task of obtaining, - in a form suitable for inclusion into the California Manpower Management Information System, - educational (manpower) supply data will be the primary responsibility of the California Postsecondary Education Commission staff. Although CPSEC is, at the time of this writing, not yet a regular member of the Joint Occupational Preparation Task Force and/or of CMMISP's California Operations Group, the Commission has expressed an active interest in joining CJOPTF and participating in the Project, since its Charter explicitly mandates that it "..shall collect or conduct, or both collect and conduct studies of projected manpower supply and demand, in cooperation with appropriate state agencies..."(Sec. 22712(10)); and that "...It shall consider the relationships between academic and occupational and vocational education programs and shall actively encourage the participation of state and local and public and private persons and agencies with a direct interest in these areas." (Sec. 22712 (17); AB 770, 1973/4).

Introduction:

The generation of data on current and projected student enrollments and completions/noncompletions in educational programs at public and private colleges and universities, will complete CMMIS' Educational Supply element. Local educational supply elements studied, in varying degrees of detail, during the Project's short-range phase, have included Public Secondary Schools; Public Junior Colleges; Public Adult Schools; Public Regional Occupational Programs and Centers; and Private Vocational Schools. Public and private colleges and universities were not studied during CMMISP's first phase since such a task was considered to be too complex for the limited staff resources available to the Project during Fiscal Year 1973-74. With the cooperation of the California Postsecondary Education Commission, however, it now would appear feasible to embark on this effort.

Task Objectives 1974-75 and 1975-76-77:

Task objectives for Fiscal Year 1974-75-76 would be developmental in nature; for Fiscal Year 1976-77 they would be sustaining:

1. The identification of currently used reports and reporting methods quantifying, for the state as a whole, as well as

Task Objectives 1974-75 and 1975-76-77 (cont'd)

for the CMMIS Project Area, student enrollments and program completions and noncompletions, at public and private colleges and universities.

2. The identification of an already existing, or the development of a suitable, or if feasible, the application of an already (CMMISP) developed statistical technique allowing the projection of student program enrollments and completions/ noncompletions from historical data files, in line with the CMMISP manpower projections until 1980.

3. The testing and implementation of an ongoing, periodic reporting system which would allow for the regular updating and for the timely inclusion of the specific information outlined above, into the California Manpower Management Information System.

Activities to Accomplish Objectives 1974-75 and 1975-76-77:

Depending on the ready availability of reports and reporting mechanisms used by public and private colleges and universities which are compatible with CMMIS requirements; and also depending on the availability of staff and funding resources to successfully realize the Task objectives described above, the following, developmental and sustaining activities could, conceivably, be completed during Fiscal Years 1974-75-76-77:

a. The identification and analysis of existing public and private university and college reporting systems dealing with student enrollments, completions/noncompletions of educational programs.

b. The evaluation of such reporting systems as to their compatibility with already established CMMIS reporting procedures, both, for current and projected quantitative data, this evaluation to include an analysis of program/ occupational coding systems.

c. If necessary, the modification of existing university/ college reporting systems or the design/redesign of a suitable reporting system acceptable for CMMIS purposes, as well as for internal, administrative, college/university use.

Activities to Accomplish Objectives 1974-75 and 1975-76-77 (cont'd):

d. If a new reporting system is needed, or if modifications of existing reporting systems are extensive, the implementation of such a changed system at universities and colleges: - an activity which may require the drafting and adoption of new administrative procedures by, e.g., the Board of Regents/Trustees, Private Postsecondary School Associations, or the California Legislature.

e. The identification and analysis of historical data files on student enrollments, completions/noncompletions, by college/university programs, for the purpose of using such data for projections.

f. The development of a new, or the application of an already existing statistical projection technique, to forecast student enrollments, completions/noncompletions by college/university educational programs in line with CMMIS manpower projections to 1980, for the state as a whole, as well as for Standard Metropolitan Statistical Areas (SMSA's).

g. The design and implementation of necessary reporting procedures providing for the ongoing, periodic generation and routine updating of current and projected student enrollment, completion/noncompletion data, for inclusion into the MMIS.

Status and Source(s) of Funding:

The staff estimated for the developmental stage of the Task (including both, educational supply from public and private colleges and universities is budgeted for one (1) man year each of one (1) Research Analyst, one (1) Research Assistant and one (1) Clerk-Typist, at a total cost of $55,878. To sustain Task activities would require one-half (1/2) man year of one (1) Research Analyst, one (1) Research Assistant and one (1) Clerk-Typist, budgeted at a total of $25,940.

There is currently no clearly identifiable and committed funding source to support the activities described above. It is conceivable, however, that the staff of the California Post-Secondary Education Commission, since that Commission is already charged with the responsibility of collecting manpower supply/demand data relevant to educational planning, would actually realize the described task objectives, in close and active cooperation with CMMIS Project staff.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

TASK NUMBER(S): B-1.6; 1.7; 1.9; 1.10; 1.11

TASK TITLE(S): Private Secondary Schools;
Private Vocational Schools;
(By Standard Metropolitan Statistical Area;
By County; by School District)

San Diego County Department
of Education

Task Administration:

The Department of Education, San Diego County, has been tentatively identified as the organization responsible for the administration of these Project Tasks on the basis of its continuing membership on MMISP's California Operations Group, and its previous agreement to sponsor a comprehensive study on private schools, under a U.S. Office of Education grant proposal. The possibility exists, however, that the California Postsecondary Education Commission will assume the primary responsibility for these Task Objectives, since its Charter seems to include the identification and quantification of private schools manpower supply.

Introduction:

The Task Objectives described below are based on the information of the current status of MMISP involvement in the study of private vocational education, as described, in some detail, in the "Final Report (Short-Range Phase), Manpower Management Information System Project, Part II, pages 71 to 72"; as well as on a research proposal prepared by the San Diego County Department of Education for federal funding.

The process of identifying and quantifying the number of students enrolled in various types of educational and vocational programs in private secondary and post-secondary schools is made somewhat difficult since private schools have traditionally considered the type of information sought for inclusion into the MMISP as confidential; i.e., constituting marketing intelligence which, if publicly disclosed, may result in a competitive disadvantage. Obviously, if an on-going data collection process, comparable, for example, to the State Department of Education "October Report", were to be established requiring private schools to make available the same type of information their counterparts in public institutions are submitting, safeguards could be designed protecting the identity of a given private school, in a certain labor market.

Task Objectives 1975-76; 1976-77:

Due to the relative novelty of data gathering activities in the field of private secondary and post-secondary education, both fiscal year periods are probably going to be developmental in character. Specifically, Task Objectives are going to be:

(1) Preparation of a complete listing of all private secondary

and postsecondary schools, by county.

(2) Identification of all educational and/or vocational programs offered, by each school, coded by U. S. Office of Education Program Code and/or California Course Code.

(3) Quantification of all students enrolled, and of completions/noncompletions, by program.

(4) Application of already existing; or development of applicable statistical methods to forecast, from historical data files, student enrollment/completions/noncompletions, in private schools, on a time line compatible with public education and local labor market occupational (manpower) projections.

(5) Design of a method which would periodically produce and maintain in a reasonably updated,status the data supplied by private schools; such a method to guarantee the confidentiality of the data provided by individual private schools.

Activities to Accomplish Objectives 1975-76 and 1976-77:

Although the establishment of basic research policies and methods, and the actual administration of the Project would be the responsibility of the MMIS Project staff (California Operations Group) and the San Diego County Department of Education, the actual execution of Project Activities will be contracted to a competent consulting group, to be jointly established by a composium of private educators and MMISP staff.

Furthermore, it is also planned to have a senior representative of a private schools' association in California appointed to serve on the California Joint Occupational Preparation Task Force; and, through the good counsel of the private schools' representative on the CJOPTF, and/or suitable connections which already exist between individual Task Force members, a cooperative effort between MMISP's California Operations Group and private schools, - at least in the MMISP area, - a cooperative effort be initiated with the aim of developing an information system which can supply MMIS with needed data on private schools student enrollment and program completions without violating the confidentiality of such information.

Specific activities will be:

(1) Develop a feasible data-gathering methodology for establishing

and maintaining in an updated status, a comprehensive inventory of private secondary and post-secondary schools.

(2) Identify educational and vocational programs in private schools and classify them by U.S. Office of Education Program Codes and/or California Course Codes and/or U.S. Department of Labor Dictionary of Occupational Titles Codes.

(3) Develop a data generation system suitable for collecting student enrollments and completions/non-completions, by program, in private schools, by local labor market area.

(4) Develop a data coding system designed to safeguard the identity of private schools and guarantee the confidentiality of student enrollments and program completions/non-completions.

(5) Design a feasible reporting system which would facilitate the periodic production of private school student enrollment program completion/non-completion data.

(6) In conjunction with MMIS Component A (Manpower Demand), Component Elements A-3.0; 3.1; 3.2 and 3.3 (Hiring Standards), define the parameters for a skill level/technical competency/attitudinal requirement analysis of private school programs.

Status and Source(s) of Funding:

There is currently no known source of funding to support this Task. However, as already mentioned above, since the California Post-Secondary Education Commission considers it its mandate to include into its research efforts, an assessment of the student supply entering the labor market from private schools, it is perceivable that the objectives of this Project Task will be realized by that Commission. Furthermore, initial contacts have been made with private schools' associations in the State (California Association of Public Educators) for the purpose of discussing the possibility of a joint State Government-Private Schools Study addressed to the aims of the Manpower Management Information System.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

TASK NUMBER(S): B-2.0

TASK TITLE(S): Local Apprenticeship Training Program Supply

Division of Apprenticeship Standards
State Department of Industrial Relations

Task Administration:

During the Project's Short-Range Phase, it was established that essentially all information on local apprenticeship training programs supply which is suitable for inclusion into the California Manpower Management Information System, is currently housed in the Apprenticeship Standards Division of the State Department of Industrial Relations. It is anticipated, therefore, that most of the activities outlined below will be accomplished by, or in close cooperation with, professional research, and especially with computer systems and programmer staff members of that Department. In order to facilitate the periodic production of comprehensive data and a compatible data format, which serves both the internal requirements of the Department as well as the MMIS, a close working liaison needs to be established and maintained by DAS/DIR staff assigned to this task, and MMIS Project personnel.

Introduction:

Reference is made to the "Final Report, (Part II), Manpower Management Information System Project (MMISP), Short-Range Phase, Final Report on Task III, Local Apprenticeship Training Programs Supply," pp. 67-68; in that report section, the types of data identified, as well as further data needs, are clearly spelled out.

Task Objectives - 1975-76-77:

In line with the recommendations listed in the above-mentioned report text, Task Objectives for the Fiscal Year 1975-76 period are expected to be developmental in character; and, according to the progress made during the remainder of Fiscal Year 1975-76, sustaining in Fiscal Year 1976-77.

The Task Objectives for Fiscal Year 1975-76 are:

1. The design of a computer-based reporting system, and the full implementation of such a system in DAS, for the periodic production of comprehensive reports on enrollments, completions and noncompletions of individuals registered with DAS as participating in apprenticeship and training programs.

2. The research and development of a reporting system projecting apprenticeship enrollments and program completions/noncompletions for various trade groupings in the State as a whole and in the MMIS Project Area, based on DAS history files.

Task Objectives - 1975-76-77 (cont'd):

Assuming that these two objectives can be achieved in Fiscal Year 1975-76, Task Objectives for Fiscal Year 1976-77 would be limited to the maintenance of the reporting systems described above and the design and implementation of these systems into the Manpower Management Information System, on an ongoing basis.

Activities to Accomplish Objectives 1975-76 and/or 1976-77:

The specific activities required to accomplish Task Objectives for Fiscal Year 1975-76 are:

a. The review of the currently existing report production mechanism relevant to MMISP aims, and, where necessary, the design of possible report changes.

b. If necessary, the approval and implementation of report changes by DAS.

c. The design of computer-based reporting systems, their programming, testing and implementation to ensure the periodic generation of reports compatible with both, DAS and MMISP requirements.

d. The review of historical DAS apprenticeship programs enrollment data files and establishment of a data base for enrollment projections.

e. The design and testing of a projection method compatible with e.g., student enrollments/completions projection methods and EDD manpower demand projection methods already part of MMIS.

f. The approval and implementation of such a projection method by DAS.

g. The generation of periodic (annual) projections reports for inclusion into the MMIS.

The activities required to accomplish Task Objectives for Fiscal Year 1976-77 are:

a. The maintenance of the ongoing DAS reporting system on current apprenticeship training programs enrollments; and the periodic production and dissemination of reports, particularly to MMIS staff.

Activities to Accomplish Task Objectives for Fiscal Year 1976-77 (cont'd):

b. The development of a DAS reporting system on projected apprenticeship training programs enrollments, to include the periodic updating and extension of these projections and their dissemination, particularly to MMIS staff.

Status and Sources(s) of Funding:

A basic commitment for the continued cooperation of the State Department of Industrial Relations, Division of Apprenticeship Standards, in the activities of the California Joint Occupational Preparation Task Force, especially of the Task Force's Manpower Management Information System Project, exists.

The detailed budget for this Task estimates approximately one-third (1/3) man year each of one (1) Research Analyst and one (1) Research Assistant; one-fourth (1/4) man year of one (1) Programmer Analyst; and one-third (1/3) man year of one (1) Clerk-Typist. Provisions have also been made for computer processing time. In total, this works out to approximately 1.25 man years, or $23,005 during the developmental; and to 0.50 man years, or $9,152 during the sustaining stage of the Task. As of this writing, no commitment has been made by DAS/DIR, or another organization, to fund all or a portion of this budget. A potential (contributory) funding source could be the State Labor Federation and/or local labor unions, assuming that they would be willing to serve as regular members on the JOPTF.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

TASK NUMBER(S): B-3.0

TASK TITLE(S): Local Employer Training Programs Supply

CJOPTF/CMMIS
State Employment Development Department

Task Administration:

During the Project's Short-Range Phase, initial contacts were established with major employers in the state, representing primary industry groups and occupational concentrations, for the purpose of ascertaining exactly what data on employer training programs ("on-the-job training") existed and could be made available, on an ongoing basis, for inclusion into the Manpower Management Information System. Although some data elements, and feasible methods of collecting and periodically producing it, were identified, the task of actually designing and implementing a reasonably comprehensive and mutually beneficial reporting system remains a formidable one which can only be accomplished by a consortium of business and industry leaders committed to the concept of education and manpower planning in general, and occupational preparation in particular.

Consequently, the primary movers on this Task should be such organizations as the Industry-Education Council of California and the California Chamber of Commerce. Among state government agencies, the Department of Finance, the Department of Commerce and the Employment Development Department may be able to contribute.

Introduction:

Reference is made to the "Final Report, (Part II), Manpower Management Information System Project (MMISP), Short-Range Phase, Final Report on Task III, Local Employer Training Programs Supply", pp. 73-74; in that report section, the types of data identified, its general availability and ways of obtaining it, are described in some detail.

Task Objectives 1975-76-77:

In line with the recommendations listed in the above-mentioned report text, Task Objectives for both, the Fiscal Year 1975-76 and 1976-77 period would be developmental in character. Depending on the level of support and meaningful cooperation from such employer associations as the Industry-Education Council of California, developmental activities might even carry over into Fiscal Year 1977-78.

Task Objectives 1975-76-77 (cont'd):

The Task Objectives for Fiscal Year 1975-76-77 are:

1. To reaffirm the initial contacts made with major employers and to expand them to more clearly represent the general industry profile of the state in general, and of the MMIS Project Area in particular.

2. In cooperation with major employers, and under the tutelage of a suitable industry-education umbrella organization, to design, test and implement a reporting procedure for the routine collection and periodic generation of information on employer training programs.

Activities to Accomplish Objectives 1975-76-77:

The specific activities required to accomplish Task Objectives for Fiscal Year 1974-75-76 are:

a. The reopening of already established contacts with the following employers:

Bank of America;
Pacific Telephone and Telegraph Company;
Fireman's Fund American Insurance Companies;
Pacific Gas and Electric Company;
Kaiser Industries;
Standard Oil Company of California;

and the establishment of contacts with:

Security Pacific Bank;
Wells Fargo Bank;
Crown Zellerbach Corporation;
Del Monte Corporation;
Di Giorgio Corporation;
Rockwell International Corporation;
Lockheed Corporation;
inter alias.

(A special effort should also be made to identify and develop contacts with major employers located in the MMIS Project Area!)

Activities to Accomplish Objectives 1975-76-77 (cont'd):

b. In cooperation with major employers, to design and test a reporting procedure to periodically supply MMIS with relevant data on employer training programs, such data to include, but not be limited to:

- the type of training programs for entry-level occupations, if possible correlated to USOE and/or DOT Occupational Programs/Titles/Codes;

- the number and characteristics of employees enrolled in these training programs;

- completion/noncompletion rates in training programs;

- (entry-level) positions for which training programs prepare the individual employee.

c. The implementation of this reporting procedure by as many as possible of major employers, under the auspices of, e.g., the Industry-Education Council of California and/or the California Chamber of Commerce.

Status and Source(s) of Funding:

Although the initial contacts with major employers, as outlined above, have yielded a basically cooperative attitude, in order to successfuly complete the development of this Task, the full endorsement of the effort will have to come from an employer association committed to the occupational preparation of youth. Without such an endorsement, the amount of work to be done to carry out the activities listed above would certainly go beyond the capability of the current project staff. The budgeted one-third (1/3) man year each, for one (1) Research Analyst, one (1) Research Assistant and one (1) Clerk-Typist is meant to provide merely the necessary coordinating and liaison role of MMIS Project staff with employers/employer associations.

I am in the process of investigating the possibility of having the Industry-Education Council of California sponsor and fund this Task out of their budget.

Special Note:

During the Project's Short-Range Phase, employer contacts also revealed a wealth of first-hand information on such other MMIS elements as:

A-3.0 to 3.3: Hiring Standards;

A-4.0 to 4.2: Specialized Information on Occupational and Industrial Demand;

B-6.0 to 6.3: Adjustments to Local Supply; and

C-2.0 to 2.4: Economic Need Analysis

If meaningful, cooperative arrangements can be established and maintained with major employers, it would, of course, be practical to fully develop these information sources.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

TASK NUMBER(S): B-4.0

TASK TITLE(S): Local Military Returnees Supply

CJOPTF/CMMIS
State Employment Development Department

Task Administration:

The responsibility for administering this Project Task has not been clearly established at the time of this writing. It is probable, however, that the Employment Data and Research Division, State Employment Development Department, would do the needed developmental research, under the supervision of the MMISP California Operations Group.

Introduction:

The feasibility of identifying and quantifying manpower supply entering local labor markets from the military, has been stated in the "Final Report (Short-Range Phase), Manpower Management Information System Project, Part II", pages 69-70. A basic agreement has already been reached with the United States Defense Department, Office of the Assistant Secretary for Manpower and Reserve Affairs, to develop a computer-based reporting system designed to provide MMIS, on an as-needed basis, with detailed information on the educational and occupational backgrounds of members of the U. S. Armed Forces released from active military duty and returning to a home address in California identified by Zip Code. The cost for the development of such a reporting system is extremely moderate.

Task Objectives:

Task Objectives during Fiscal Year 1975/76 would be developmental in character; during 1976/77 and beyond, sustaining.

Fiscal Year 1975/76:

1. Negotiation with the Office of the Assistant Secretary for Manpower and Reserve Affairs, U. S. Department of Defense and with the Manpower Administration, U. S. Department of Labor, for the design of a standardized reporting system useable at the National, State and local level, for immediate pilot use in the California MMIS Project Area.

2. Cooperation between U. S. Department of Defense, U. S. Department of Labor, and MMISP California Operations Group staffs in establishing reporting system parameters, formats, output frequency, etc.

3. Writing and testing of applicable computer programs for the generation of the data, at the U. S. Defense Department.

(4) Production of first comprehensive report on the number of Armed Forces personnel released from active military duty into the MMIS Project Area.

(5) Analysis of data by MMISP California Operations Group staff; inclusion of data into MMIS.

(6) Feedback, corrections, adjustments of data received, to U. S. Defense Department.

(7) Establishment and maintenance of liaison between U. S. Defense Department and CJOPTF, at the policy, organizational and technical level.

Fiscal Year 1976/77:

(1) Determination of required frequency and detail of report information on military returnees supply from U. S. Defense Department.

(2) Analysis of emerging trends affecting MMISP Area and other areas of the State (e.g., San Diego County may have a larger annual influx of military returnees, in a given occupational category, at a given skill level, than Ventura County, etc.).

(3) Gradual extension of report coverage to other areas in the State, in line with the implementation of other MMIS Components and Component Elements.

Activities to Accomplish Task Objectives 1975/76/77:

Fiscal Year 1975/76:

Based on the Task Objectives for this period, Task Activities will be as follows:

(1) Reopening of contacts with individual staff members of the U. S. Defense Department and the U. S. Department of Labor.

(2) Investigation and, if indicated, preparation of research proposals to the USDOL Manpower Administration and/or Bureau of Labor Statistics, and to the USDOD Manpower and Reserve Affairs Office, for funding of the Military Returnees Manpower Supply Component of MMIS.

(3) Depending on the outcome of these contacts/proposals and/or the actual funding source, preparation of MMIS-compatible data formats, to be included into an official information request to the DOD.

(4) Negotiation of information request with DOD; on-going liason with DOD technical staff on data detail, reporting time periods, report formats, etc.

(5) Writing and testing of DOD computer programs; analysis of initial data runs.

(6) Actual production runs for MMIS Project Area.

(7) Review of DOD reports, analysis, feedback, corrections, adjustments, additions, deletions.

(8) Identification and appointment of an official CJOPTF/MMISP-DOD liason representative to maintain contacts and supervise periodic report production.

Fiscal Year 1976/77:

To sustain the reporting system developed during Fiscal Year 1975/76, the following activities will be required:

(1) Review and analysis of DOD report data for MMISP Area; development of desirable changes in types of data produced, its frequency and detail of production, the geographical areas covered, etc.

(2) Review and analysis of DOD report data for the purpose of identifying trends which may affect the levels of data needs for different labor markets.

(3) Development of a time schedule for extension of labor market areas covered by DOD reporting.

Status and Source(s) of Funding:

There are currently no funding sources, - either for the developmental or for the sustaining stage, - of this Project Task. However, contacts with both, U. S. Department of Labor and U. S. Department of Defense officials have indicated the possibility of federal funding. The U. S. Department of Labor, Manpower Administration, appears to be

favorably inclined towards supporting a pilot research (developmental) effort in the MMISP Area, if it can be shown that manpower supply information on military returnees in local labor markets would be of value to manpower planning throughout the Nation; and the U.S. Department of Defense, Manpower and Reserve Affairs Office, expressed an interest in the MMIS Project, as an instrument for its recruitment efforts in local labor markets.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

TASK NUMBER(S): B-5.0; B-6.0; 6.1; 6.2; 6.3

TASK TITLE(S): Local Supply Resulting From Uemployment;
Adjustments to Local Supply
(Labor Force Migration;
Labor Force Re-entrants;
Occupational Transfers)

Southern California Employment Data & Research Section
State Employment Development Department

Task Administration:

The Employment Data and Research Division of the State Employment Development Department, and within that Division, the Southern California Employment Data and Research Section, will be primarily responsible for the administration of this Project Task.

Introduction:

The identification and quantification of local manpower supply resulting from unemployment and from labor force migration, labor force re-entrants and occupational transfers, for inclusion into the MMIS, constitutes, in essence, the practical application of theoretical knowledge to local manpower demand-supply relationships. While reasonably comprehensive data is available on the occupational characteristics of unemployed persons registered with the State Employment Development Department's Unemployment Insurance Division, little directly useful research work has been accomplished in the areas of labor force migration, labor force re-entrants and occupational transfers. Consequently, Task Objectives and Activities will center around a thorough review and analysis of existing knowledge and research experience, and the application of theoretical methods and procedures to the labor markets addressed by MMISP.

Task Objectives and Activities 1975/76/77:

Because of the novelty of this manpower supply research field, Task Objectives and Activities will probably be developmental in character for the entire 1975/76/77 period.

(1) Review and analysis of existing research literature, methodologies, procedures and available data relating to the quantity and occupational characteristics of the unemployeds, labor force migration, labor force re-entrants and occupational transfers.

(2) Selection of feasible data collection methods and procedures and study of their applicability to local labor market analysis, within the framework of the MMIS.

(3) Determination and selection of those aspects of the recorded characteristics of the unemployeds from EDD and other records considered to be most essential for the assessment of local labor supply, through consultation and agreements with an Advisory Council set up at the local level; determination of

further study needs and of reporting system parameters.

(4) Development of an on-going data-generation procedure on characteristics of the unemployeds currently available and accessible for routine processing and incorporation into the MMIS.

(5) Determination and design of methods and procedures required for collecting those additional, essential data not presently available, nor accessible, on unemployeds, labor force migrants, labor force re-entrants and occupational transfers for inclusion into the MMIS.

(6) Setup and maintenance of a continuing process of validating and evaluating data and data sources, as to their compatibility and reconcilability with other MMIS Components and Component Elements, particularly in terms of manpower demand/supply forecasts.

Status and Source(s) of Funding:

It is anticipated that the Task Objectives and Activities described above can be funded as a regular operating function of the State Employment Development Department's Employment Data and Research Division and its Unemployment Insurance Division responsibilities, as funded, on an on-going basis, by the U. S. Department of Labor.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

TASK NUMBER(S): C-1.0; 1.1; 1.11; 1.12; 1.13; 1.14; 1.15; 1.16; 1.17; 1.2; 1.3; 1.4; 1.5; 1.6

TASK TITLE(S): Demographic Information
(Population Characteristics;
Age Groups;
Sex Distribution;
Racial/Ethnic Backgrounds;
Fertility Patterns;
Educational Backgrounds;
Occupational Backgrounds;
Income Groupings;
Mobility Patterns;
Current;
Projected;
By Standard Metropolitan Statistical Area;
By County)

Instruction/Services Section
Ventura County Community College District

Task Administration:

This Project Task is administered by a consortium composed of the Office of San Bernardino County Superintendent of Schools; the Office of the Ventura County Superintendent of Schools; Instruction/ Services Section of the Ventura County Community College District; and the Southern California Region Employment Data and Research Section of the State Employment Development Department. Special liaison relationships are maintained with Inland Manpower Association (a local Prime-Sponsor under the Comprehensive Employment and Training Act of 1974) and Regional Advisory Councils. The primary responsibility for the administration of this Project rests with Ms. Odessa Dubinsky, Chief, Southern California Region Employment Data and Research Section, State EDD.

Introduction:

The identification and quantification of local demographic information ("community profile") deemed essential for inclusion into MMIS's Socio-Economic Factors Component, will be primarily centered around inventorying existing data sources,[1] determining the feasibility of projecting such data on a time line compatible with manpower demand/supply information, and developing a process for gathering demographic information, - on an ongoing basis. The Project Task

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[1]U.S. Bureau of Census, Los Angeles and Washington, D.C. offices; U.S. DOL, Bureau of Labor Statistics, Region IX and Washington, D.C.; U.S. DOL, Manpower Administration, Region IX; USDC: Bureau of Economic Analysis, Washington, D.C.; HEW, Office of the Secretary, Region IX and Washington, D.C.; HEW, Office of Human Development, Region IX; IRS, Region IX; USCSC, Region IX; USPS, Region IX; SBA, Region IX; OEO, Region IX; U.S. EPA, Region IX; U.S. Economic Stabilization Program, Region IX; EEOC, Region IX; U.S. Commission on Civil Rights, Region IX; FEPC, Region IX; Chancellor's Office of California Community Colleges; California State Department of Education; EDD, L.A. Research Office and Sacramento Office; California State Department of Finance, Sacramento; California State Franchise Tax Board, Sacramento; CSDSW, local and Sacramento offices; County Planning Department; City Planning Departments; Security-Pacific Bank, Economic Study Section, Los Angeles; SCAG; Local associations of governments; Manpower area planning groups; Local area formation; Public utilities: telephone, gas, electric, water, sanitation, and sewage; Cable television companies; Local taxpayers' associations; Coast planning commissions; Local real estate boards; Local Chambers of Commerce.

includes a cost/benefit analysis of which demographic data elements should be made a permanent part of MMIS.

Task Objectives 1975/76/77:

Task Objectives during this period will be developmental in character:

1. An extensive review of current research literature on suitable methodologies for collecting and applying demographic data for manpower and educational planning.

2. Identification of all Federal, State and local sources of demographic data for specified geographic areas, such as Standard Metropolitan Statistical Areas, Counties, School Districts, etc.

3. Determination of specific demographic data required for MMIS and suitable for projection purposes.

4. Development of a methodology designed to generate a periodic flow of demographic data into the MMIS.

5. Incorporation of demographic data into the MMIS Socio-Economic Factors Component.

6. Linkage of demographic data to existing report requirements; e.g., Five-Year State Occupational Education Plan, etc.

Activities to Accomplish Project Task Objectives 1975/76/77:

1. A comprehensive search of current research literature, as well as unpublished information, from professional societies and academia.

2. Contacting of all organizations likely to produce demographic information, particularly of the projected type, relevant to MMIS.

3. Review and analysis of actual MMIS and local, regional and State user needs for demographic information, within the framework of MMIS.

4. Analysis of all data sources to determine validity, periodic availability and overall compatability of MMIS demographic information.

5. Development and field-testing of identified and quantified demographic data, for incorporation into MMIS's Socio-Economic Factors Component.

6. Review of State reporting requirements, as they relate to the use of demographic information; incorporation of needed data.

Status and Source(s) of Funding:

Funding of the Project Task for the 1975 Calendar Year is currently available through a research grant approved by the Inland Manpower Association, Project Agreement No. 0007-3952-0000.75. Funding for the remainder of the 1975/76/77 Fiscal Year has not been identified at the time of this writing. However, funding support is, conceivably, available through local CETA, local education and State education (VEA) monies.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

TASK NUMBER(S): C-2.0; 2.1; 2.2; 2.3; 2;4 2.5

TASK TITLE(S): Economic Need Analysis
(Impact Analysis on Technological Trends;
Scientific Discoveries;
Changing Economic Patterns;
By Nation;
By State;
By Standard Metropolitan Statistical Area;
By County)

Los Angeles County Office
of Education

Task Administration:

Unlike other Project Tasks, this particular one deals with a subject of such complexity, requiring the involvement of such diverse information sources, and is so purely research-oriented, that its effective administration will require the establishment of a high-powered consortium of experts generally concerned with econometric forecasting, futurology, scientific policy planning, etc. For the purpose of initially organizing this Task, the Los Angeles County Office of Education has agreed to identify and budget for the following Task Objectives and Activities.

Introduction:

Obviously, economic need analysis, perceived within the context of the California Manpower Management Information System Project, is limited to the identification of emerging trends which can be expected to have a direct or implied effect on manpower demand and supply relationships in local labor markets and for the State as a whole. For instance, a change in the Nation's energy policy, with increased emphasis placed on the rapid development of new energy sources and/or a concerted effort in reducing current energy use, may eventually result in profound changes in manufacturing technology, requiring adjustments in the occupational makeup of the labor force, in certain labor markets. Some manpower economists maintain that the phase-out of the federal aero-space program in California could have been anticipated far enough in advance to develop and implement remedial manpower training programs. The early identification of emerging manpower trends is an essential element of intelligent educational and manpower planning.

Task Objectives 1975-76:

Task Objectives during the period indicated will be developmental in character:

1. Extensive review of current knowledge in the general field of economic need analysis, impact analysis of technological trends, scientific discoveries, changing economic patterns, in particular reference to educational and manpower planning.

2. Identification of economic need analysis data as to type, source and availability, which is directly applicable to educational and manpower planning in local, regional and

State labor markets, and which is compatible with other MMIS Components and Component Elements.

3. Establishment of contacts with competent public and private research organizations which can be relied upon to provide economic need analysis data to MMIS on a regular, periodic basis.

Task Objectives 1976-77:

Depending on the progress made in accomplishing Task Objectives during Fiscal Year 1975-76, Objectives during 1976-77 will center around the development of a methodology designed to regularly update the economic need analysis data which have become part of the MMIS Socio-Economic Factors Component.

Task Activities to Accomplish Objectives 1975/76/77:

1. Project staff will review and analyze available information relevant to the Task; establish contact with public and private research organizations; evaluate the type, source and availability of data.

2. From the information collected in 1., above, those data elements and sources will be selected and further developed which have a direct, practical applicability to MMIS as an educational and manpower planning tool.

3. A feasible procedure will be developed to guarantee the on-going availability of economic need analysis data; and also to provide for the regular updating of the information.

4. The incorporation of relevant economic need analysis information into the MMIS.

5. The study of possible variants of economic need analysis information in different regions and localities in the State (i.e., scientific-technological developments affecting the lumber industry may be relevant only in the State's northern counties, not in the Los Angeles Basin).

Status and Source(s) of Funding:

There is currently no identifiable funding source to support this Project Task. The administration of this Task, as budgeted, will only provide the basic staff needed to identify, analyze and apply already available data. If special studies of future economic developments are needed, the contracting with competent research organizations would incur substantial additional costs. However, it is conceivable that certain research groups within, e.g., the State Employment Development Department's Employment Data and Research Division; the State Department of Finance's Population/Economic Statistics Division; the State Department of Commerce; the University of California; the State University System, would coordinate their efforts in specific support of this MMISP activity, under the auspices of the CJOPTF.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

TASK NUMBER(S): C-3.0; C-3.1

TASK TITLE(S): Student Interests and Occupational Preferences; Student Follow-Up Surveys

Department of Occupational Education
Ventura County Superintendent of
Schools Office

Task Administration:

This Task will be administered by the Ventura County Superintendent of Schools Office, in coordination with the Instruction/Services Section of the Ventura County Community College District, and San Bernardino, Riverside and Sacramento County Schools Offices.

Introduction:

Members of the MMISP California Operations Group have identified the Ventura County Career Planning Inventory (CPI) as being a necessary adjunct to the Manpower Management Information System. The CPI provides local vocational education planners with the basic in-school population needs analysis information required by the State Department of Education. This information is further processed to be utilized by students and school counseling personnel to aid in making meaningful career decisions. Computer-produced reports include individual student profiles, school reports, and district/county statistical summaries. The utilization of these reports relate to such activities as:

- Local district program planning and articulated planning between the district and other educational organizations;

- Identification of students with special interests or needs; and

- Providing of students with a stimulus to explore various career options.

The information, derived from the CPI, needs to be integrated into the MMIS and modified to include Community College, Adult Education and local employer entry-level job qualifications input. Data from the CPI can then be used to satisfy various MMIS/Vocational Education reporting requirements, such as a Student Statement of Occupational Intent. For planning purposes, the information can be used to compare student occupational interest with occupational demand and occupational program enrollments, as well as the identification of students matching specified employer requirements.

Task Objectives - 1975/76/77:

1. Determination of the extent, results, and success of prior and concurrent research projects relating to student

interests and expressed occupational preferences, which satisfy MMIS data requirements.

2. Modification of the Career Planning Inventory (CPI) to accommodate Community College and Adult Education students so that the information is compatible with MMIS Educational Supply Component Elements.

3. Development of a multi-media CPI Environment Administration package which is useable at the secondary, post-secondary and adult education level.

4. In coordination with the Sacramento County School Project (Project Task No. A-3.0), design and development of a modified CPI to be administered to area employers to identify local entry-level job qualifications.

5. Determination and preparation of financially feasible computer-programming modifications in the CPI to accommodate various required Vocational Education Reports.

Activities to Accomplish Objectives - 1975/76/77:

1. Check and review relevant ERIC data, professional journals and research projects funded by the U.S. Office of Education (HEW) and the U. S. Department of Labor; prepare abstracts and bibliography listings of such research efforts.

2. Conduct in-depth interviews with community college and adult school counseling staff and administration representatives to determine specific CPI data needs.

3. Check and review all CPI multi-media presentation material and edit for community college and adult school use.

4. After investigation and review of existing CPI administration procedures, design, write and produce a slide/tape or filmstrip/tape presentation. Field test administration package in Ventura County and selected areas of San Bernardino and Riverside Counties.

5. After investigation and review of previous employer-administered CPI questionnaires, determine what modifications are needed to enhance surveying methods; administer the

modified questionnaires to various Ventura County employers; and analyze results. Employer selection process will be coordinated with the Sacramento County Schools Project (Project Task No. A-3.0).

6. Analyze CPI input and output modification to ascertain methodology for properly handling computerized data; establish system requirements and create programming time line; create test data and checkout programs; field-test system with data from test sites.

Status and Source(s) of Funding:

The "Hiring Standards" Project Task (Task No. A-3.0; 3.1; 3.2) administered by the Sacramento Office of Schools, as described, is directly related to this Task. No funds have been identified at the time of this writing to realize Task Objectives for Fiscal Year 1975-76 and beyond. However, an attempt will be made to obtain funding out of VEA, Part C and/or other federal sources.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

TASK TITLE(S): MMISP Information Dissemination and
Local Implementation Testing

Department of Occupational Education
Ventura County Superintendent of
Schools Office

Task Administration:

The Task of disseminating information on MMISP, in preparation for the eventual state-wide implementation of the System will be administered by the Ventura County Superintendent of Schools Office, in conjunction with the MMISP California Operations Group staff. The Task of testing the implementation of MMIS Components and/or Component Elements, at the local school/college district level, will be administered by the Simi Valley Unified School District, in cooperation with the Ventura County School District, the Ventura County Community College District, the Southern California Employment Data and Research Section of the State Employment Development Department, and staff of the MMISP California Operations Group. During 1975/6/7, local implementation testing of MMIS will also involve the Sacramento County Schools Office, the Ventura Unified School District, and the San Bernardino County Schools Office.

Introduction:

The California Manpower Management Information System is designed to serve as a planning instrument for the local educator and school administrator to aid him or her in his or her decision-making process; e.g., in determining whether a particular educational and/or vocational program should be expanded or reduced; whether students should be encouraged or discouraged to prepare themselves for a given occupation, or what related career options exist, - on the basis of comprehensive information on current and projected manpower demand/supply relationships, in local labor markets.

Quite obviously, the process of effective and efficient educational planning requires rather specific knowledge of economic detail; and it also requires basic agreements and meaningful cooperation between the various educational institutions, secondary and post-secondary, public and private, in determining operating policies acceptable to all interest groups in the local labor market, and realistically addressing the actual needs of that labor market.

Since the CMMIS is being developed for implementation throughout the State; and since it is primarily designed for local use; and since regional educational program planning does not happen overnight, even with a CMMIS being available, the California Operations Group has recommended to the CJOPPF, and has received that organization's endorsement, to develop the format for an intensive "Training-the-Trainers" Workshop to be conducted by CMMISP California Operations Group staff throughout the State in a concerted effort to inform educators about

the System being developed and to solicit their input; and to actually test the implementation of selected CMMIS Components and/or Component Elements in local school/community college districts, in the Project Area.

Task Objectives 1975/76/77:

(1) Development of a CMMIS Workshop based on the "Training-the-Trainers" concept of having especially selected Workshop participants train their local colleagues, in turn.

(2) Conduct of CMMIS Workshops for professional staff members of the State Department of Education; the Chancellor's Office of the California Community Colleges; the State Manpower Planning Council; and other organizations, at the State Government level.

(3) Conduct of CMMIS Workshops in three centrally located areas of the State: the Los Angeles Basin Area; the San Francisco Bay Area; the Central Valley Area.

(4) Practical application of CMMIS information in the development of specific occupational clusters.

(5) Development of a model occupational program at the local school/community college district level, based on CMMIS-produced data, such as projected net occupational demand; entry-level job skill requirements; curriculum planning and course development; facilities planning and development; etc.

(6) Development of an on-going communication and joint planning network between educational institutions and employers, at the local level.

(7) Refinement and further development of a CMMIS Planning Process Manual based on the findings, experiences and conclusions of the CMMIS Workshops and the local school/community college district implementation testing delivery system.

(8) Selection of additional occupational clusters and verification of test results of the science-related occupational cluster (Simi Valley Unified School District) in other school/community college districts, - Ventura Unified School District; Sacramento County School District; San Bernardino County School District.

(9) In coordination with the Sacramento County Schools' Office, selection of an occupational curriculum area, and verification and field-testing of the Sacramento Project (Task Number A-3.0), in the Simi Valley Unified School District.

Activities to Accomplish Task Objectives 1975/76/77:

(1) A CMMIS Workshop will be developed, incorporating, essential components of the Ventura County Industry-Occupation Matrix Presentation (transparencies for overhead projections; participants' workbook; etc.)

(2) Conduct a one-day, specially-designed Orientation Workshop in Sacramento for the professional staff of the State Department of Education, Vocational Education Section and other staff members of State Government agencies, including key staff members of the Chancellor's Office, California Community Colleges. The subject matter of this Orientation Workshop will include: CMMIS Goals and Objectives; Explanation of the Industry-Occupation Matrix; Practical Application of Industry-Occupation Matrix Information for Education and Manpower Planning; the Role of CJOPTF, particularly of the State Department of Education and the State Employment Development Department in the Development of CMMIS; other pertinent topics.

(3) Conduct three Regional CMMIS Workshops. These Workshops will accommodate 40 professionals each. Identification of participants and selection of Workshop sites for each session will be coordinated by the State Department of Education, Vocational Education Section, Program Planning Unit. Workshop participants will include representation from the following agencies and organizations: High Schools; Regional Occupational Programs and Regional Occupational Centers; County Superintendent of Schools Offices; Community Colleges; Employment Development Department staff; Area Planning Councils; CETA Groups.

(4) The staff will prepare and distribute to interested parties, as well as to appropriate members of the State Department of Education, a planning process manual.

Status and Source(s) of Funding:

The CMMISP Information Dissemination Task is partially funded ($7,440) as an in-service education activity by the State Department of Education, Vocational Education Division. Additional in-kind funds ($6,618) are provided by the Ventura County Superintendent of Schools Office. Funding for 1976/77 has not been identified at this time.

The Task of Local Implementation Testing is funded with Vocational Education Act, Part D, funds in the amount of $20,000, plus $16,950 of in-kind monies from the Simi Valley Unified School District; and $6,400 of in-kind monies from the Ventura County Superintendent of Schools' Office. Funding for 1976/77 has not been identified at this time.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

APPENDIX "A"

"CJOPTF Constitution and By-Laws (Draft Version)"

DRAFT

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE CONSTITUTION AND BY-LAWS

ARTICLE I: NAME

The California Joint Occupational Preparation Task Force, hereinafter referred to as the Task Force and/or as the CJOPTF.

ARTICLE II: HISTORICAL PERSPECTIVE

Origin and Purpose

The Task Force came into existence on June 9, 1971, in direct response to the initiative taken by the Governor's Office to establish, at the State level, effective coordination and active cooperation between the State Department of Education, the State Department of Human Resources Development (now the State Department of Employment Development) and the State Department of Finance, in developing and implementing feasible plans and methods dealing with:

--- the execution of legislative provisions of the Vocational Education Act of 1968 (Public Law 90-576; Sec. 123 (a)(8)), requiring cooperative arrangements between the State's manpower and education agencies in preparing and utilizing comprehensive labor market information for educational program and curriculum planning and vocational guidance, counseling and student job placement purposes;

--- the implementation of the policy promulgated in the California Education Code (Div. 7, Ch. 1, Sec. 7504), stipulating that every student leaving a publicly supported educational institution shall have been prepared for legitimate, remunerative employment;

--- alternatives to the recommendations made by the Governor's Task Forces on Occupational Education and on Developing a State Manpower Policy, specifically, the design and implementation of a viable, directly and immediately useful, State-wide Manpower Management Information System;

--- the formulation of priorities in the allocation of resources, on a cooperative basis, to meet the courses of action agreed upon by the Task Force.

Original Membership

Membership in the CJOPTF has included senior staff members assigned to it by the State Department of Education (Vocational Education Section; Career Education Task Force; Vocational Education Area Planning), the State Department of Employment Development (Program Services Branch; Operations Branch; Employment Data and Research Section; Office of Education/Training Liaison), the State Department of Finance (Budget Division), the California Community Colleges

(Chancellor's Office), the California Chamber of Commerce, the California Advisory Council on Vocational Education and Technical Training, the State Department of Industrial Relations (Apprenticeship Standards Division), the State Health and Welfare Agency, the State Commission for Teacher Preparation and Licensing, the State Department of Social Welfare, and the State Legislature.

Initial Activities

Initial activities of the Task Force involved the identification of occupational information and local labor market information available in the State, particularly from the State Employment Development Department's Employment Data and Research Section and from the State Department of Finance's Economic Research Section; the study of relationships between vocational education and manpower training curricula to occupational projections; the development and delivery of effective vocational guidance services; the development of methods to evaluate program effectiveness; the drafting of State Assembly Resolutions Nos. 22 and 68; and the review and evaluation of all Federal, State and local research and demonstration projects having a bearing on the preparation and dissemination of occupational information, manpower planning, vocational education and job training program curriculum planning and development, and manpower management information systems.

Reorganization

On August 18, 1972, the CJOPTF reorganized itself. It created a Board of Directors, consisting of:

--- the Superintendent of Public Instruction and Director of the State Department of Education;
--- the Chancellor of the California Community Colleges;
--- the Director of the State Employment Development Department (formerly, the State Department of Human Resources Development);
--- the Director of the State Department of Finance;
--- the Governor's Education Advisor;
--- the Director of Education of the California Chamber of Commerce;
--- the Vice President of Industrial Relations of the Standard Oil Company of California (representing coordinated-business education efforts and the Industry-Education Council of California);
--- the Director of the Office of Educational Liaison of the State Health and Welfare Agency.

The purpose of the CJOPTF Board of Directors was and continues to be to provide policy guidance to the senior staff members assigned to the Task Force by each participating organization; to rule on recommendations made to it by the CJOPTF senior staff group; and to provide the resources needed to carry out adopted recommendations and other assigned responsibilities. At the same time, the CJOPTF retained its originally agreed upon purpose and functions, as well as its original membership.

California Manpower Management Information System Project

On June 26, 1973, the Task Force's senior staff group recommended, and the CJOPTF Board of Directors approved and made available the necessary resources, to develop and implement the California Manpower Management Information system, on a pilot basis, in the Los Angeles Basin area, involving the counties of Los Angeles, Orange, Ventura, Riverside, San Bernardino (and the county of San Diego which has meanwhile been added), for eventual State-wide implementation. The Project continues in operation as of the date when this Constitution and these By-Laws are adopted.

ARTICLE III: PURPOSE

The purpose of the California Joint Occupational Preparation Task Force is to facilitate effective coordination and active cooperation between governmental and other public and private organizations in the State of California, responsible for, involved in, or concerned about the occupational preparation of individuals, particularly of young people in schools, colleges and job training programs, for the World of Work.

To achieve this purpose, the Task Force acts as a facilitator, effectively and efficiently utilizing already available resources, more so than as an originator of additional and possibly duplicative organizations, research methods and programs.

ARTICLE IV: FUNCTIONS AND RESPONSIBILITIES

The primary functions and responsibilities of CJOPTF are:

(A) To coordinate, at the State level, all efforts involving the planning formulation, implementation and evaluation of programs and activities designed to prepare individuals for occupations;

(B) To effect maximum cooperation among governmental entities at the State and local level, public and private organizations, educational institutions, advisory councils, industry, commerce and labor, legislative bodies and similar groups responsible for, involved in and concerned about occupational preparation.

(C) To act as a clearinghouse for all information relevant to occupational preparation in the State of California, particularly information about labor supply and demand in local labor markets, manpower projections, vocational education and job training curriculum planning, occupational characteristics, vocational guidance, counseling, career exploration and placement purposes and related matters;

(D) To provide policy guidance on the initiation of new research studies, methodologies, demonstration projects and evaluations of subject matters in the general field of occupational preparation, in a concerted effort to avoid duplication;

(E) To formulate priorities in the allocation of resources, including State and Federal grant monies, to carry out programs and activities which it considers to be most effective and efficient in realizing its purpose and functions.

ARTICLE V: ORGANIZATION AND MEMBERSHIP

The Task Force consists of two organizational units: the Board of Directors; and the Senior Operations Group.

The Board of Directors has the following membership:

The Superintendent of Public Instruction and Director of the State Department of Education;
The Chancellor of the Board of Governors, California Community Colleges;
The Director of the State Employment Development Department;
The Director of the State Department of Finance;
The Governor's Education Advisor;
The Director of Education, California Chamber of Commerce;
The Secretary of the State Health and Welfare Agency;
The Executive Director of the California Advisory Council on Vocational Education and Technical Training;
The Director of the State Department of Industrial Relations;
The Head of a State-wide Association representing Private Schools and Colleges in California;
The Executive Secretary of the State Labor Federation, AFL-CIO:
A member of the Board of Directors, Industry-Education Council of California, to be designated by that Council's Executive Committee, representing Business and Industry;
The Director of the State Vocational Rehabilitation Department;
The Executive Director of the California Postsecondary Education Commission;

The Executive Director of the Task Force's Senior Operations Group shall be a nonvoting, ex-officio member on the Board of Directors.

The CJOPTF Senior Operations Group's membership shall be composed of one senior staff member each, designated by each member sitting on the Board of Directors from his department or organization. Upon the recommendation of the Senior Operations Group, and upon approval by the Board of Directors, additional members may be appointed to serve on the Group, representing organizations other than those making up the Board of Directors.

ARTICLE VI: TERMS OF MEMBERSHIP

The membership of the CJOPTF Board of Directors, as outlined in Article V, above, shall be indefinite, until such a time when the Task Force decides to terminate its existence as an organizational entity. Membership on the Board of Directors is by title of office held, as stipulated in Article V, above. In the event that a member on the Board of Directors ceases to hold his official title, the membership will automatically pass on to his successor in office. However, the CJOPTF Board of Directors may, upon a motion made by one of its members and duly seconded by another member, vote and resolve to retain the membership of a former member, or to include for membership on the Board the representative of another organization, or a private individual, who in its judgement, would serve the best interest of the Task Force.

The terms of membership of those members of the CJOPTF Senior Operations Group representing the organizations assembled on the Board of Directors shall be determined by the official authorities designating them.

Members of the CJOPTF Senior Operations Group having been recommended for membership by the Group and approved by the Board, shall serve for a one year term, that term being renewable on the basis of the same procedure initially appointing them to membership, as outlined in Article V, above.

ARTICLE VII: TASK FORCE OFFICERS

The CJOPTF Board of Directors shall elect an individual from its membership to serve as its Chairperson for a one-year term, to run usually from the first day of July of one year to the last day of June of the following year. The duties of the Chairperson shall be to call all regular and special Board meetings, to preside over these meetings and to perform such other duties which are customary to the office of a Chairperson.

The CJOPTF Board of Directors shall also elect an individual from its membership to serve as its Chairperson-Elect for a one-year term, to run concurrently with the term of the Chairperson. It is the duty of the Chairperson-Elect, in the absence of the Chairperson, to perform all normal duties of the Chairperson. The terms of office for the Chairperson and Chairperson-Elect of the CJOPTF Board of Directors shall be limited to one (1) full year term; partial terms shall not be applied to this limitation. A former Chairperson and/or Chairperson-Elect may again stand for election for a Task Force office, provided that there has been an interval of at least one (1) year since he or she has held such an office.

The CJOPTF Senior Operations Group shall elect from its membership an individual to serve as its Executive Director for a one-year term, to coincide with the CJOPTF Board of Directors Chairperson and Chairperson-Elect. The name of the individual selected by the CJOPTF Senior Operations Group shall be submitted to the CJOPTF Board of Directors for approval; and upon approval by the Board, the Board's Chairperson shall officially appoint the Senior Operations Group's Executive Director as an ex-officio member of the Board, as stipulated in Article V, above. The duties of the CJOPTF Senior Operations Group's Executive Director shall be to call all regular and special Group meetings, to preside over these meetings; to maintain effective working relationships among Group members; to administer, under the policy guidance of the Board of Directors, all activities necessary to carry out the primary functions and responsibilities of the Task Force, as stated in Article IV, above. In all matters pertaining to the operations of the California Joint Occupational Preparation Task Force, particularly in matters requiring the consideration, approval and commitment of the Board of Directors, the Senior Operations Group's Executive Director shall report directly to the Chairperson of CJOPTF's Board of Directors.

ARTICLE VIII: ELECTIONS

The Task Force's Board of Directors and the Task Force's Senior Operations Group shall each elect from their respective memberships five (5) individuals

to form nominating committees. At their respective, regular meetings immediately prior to the first day of July of each year, the Board's and Group's nominating committees shall present to their organizations a slate of candidates for Task Force officers during the coming year. At these meetings, nominations from the floor shall be accepted.

ARTICLE IX: MEETINGS AND RULES

There shall be at least four (4) regular meetings of the CJOPTF Board of Directors per year. Special meetings of the Board may be called at the discretion of the Chairperson, or upon the request of at least three (3) Board members, such a request to be communicated to the Chairperson.

The CJOPTF Senior Operations Group shall have at least one (1) regular meeting each month. Special meetings, or the cancellation of a regular monthly meeting shall be at the discretion of the Group's Executive Director.

All meetings of the Board and of the Group shall be open to members only; however, individual members of the Board and of the Group, respectively, may request the attendance of special guests, by communicating such a request to the Chairperson or the Executive Director.

It is the responsibility of the Board's Chairperson and of the Group's Executive Director to establish feasible dates and locales for their meetings.

Since the effectiveness of the California Joint Occupational Preparation Task Force is based on the voluntary cooperation of its members, all of its decisions will necessarily have to represent a mutually acceptable consensus. However, for all practical purposes, and in the interest of facilitating orderly meeting procedures, a quorum shall be constituted when at least two-thirds (2/3) of the membership is present and voting on the Board of Directors and on the Senior Operations Group, respectively. A simple majority vote shall govern the acceptance or rejection of a motion duly introduced and seconded.

The Constitution and By-Laws of the Task Force may be amended according to the following procedure: any member of the CJOPTF Board of Directors may propose a change or amendment at any regular Board meeting. The proposed change or amendment will be considered by the full Board at the following regular meeting and may be approved by a simple majority vote of the full Board.

Parliamentary procedure for both, the Task Force's Board of Directors and the Task Force's Senior Operations Group, shall be guided by Roberts Rules of Orders.

ARTICLE X: TASK FORCE STAFF

The CJOPTF Board of Directors, or the CJOPTF Senior Operations Group, may, at its discretion, seek the services of such professional, technical and clerical staff, as is considered necessary to enable the Task Force to carry out its functions. Staff services to CJOPTF shall be obtained, whenever possible, from existing personnel of Task Force member organizations, to be assigned to the Task Force for a definite purpose and a

clearly established period of time. In those instances, where the CJOPTF Board of Directors, or the CJOPTF Senior Operations Group, decides to obtain the services of personnel not voluntarily contributed by member organizations, adequate provisions shall have to be made to secure funding, either from individual member organizations; on a shared-cost basis; or through other appropriate methods.

In order to maintain the day-to-day operations of the Task Force, as well as the on-going activities of CJOPTF's Manpower Management Information System Project (MMISP), the currently existing function and position of Special Consultant to the Task Force and Director of MMIS Project Coordination and Liaison Administration shall be retained until such a time when the Task Force decides to abolish or modify it. The Special Consultant to CJOPTF and Director of MMIS Project Coordination and Liaison Administration shall report to and be directly responsible to the Executive Director of the CJOPTF Senior Operations Group.

ARTICLE XI: LEGAL STATUS AND LIABILITY

The California Joint Occupational Preparation Task Force is a quasi-official organizational entity deriving its authority from the voluntary coordination and cooperation of its members, in matters concerning the occupational preparation of persons in the State of California. To the degree that individual Task Force member organizations have jurisdiction, control and legal or other responsibilities over certain aspects of the occupational preparation of persons in the State of California; and to the degree that individual Task Force member organizations are willing to coordinate and cooperate in the execution of such jurisdiction, control and legal and other responsibilities, with other member organizations on the Task Force, any decisions made and any actions taken by the Task Force as an organizational entity, are to be understood and interpreted as a voluntarily and mutually agreed upon consensus of opinions, have no permanent, binding legal obligation. For this reason, the Task Force, as an organizational entity, cannot be held legally liable for any decisions made or actions taken; but each member organization having voluntarily consented to such joint decisions and actions, may be legally liable in its own right.

The CJOPTF may, however, if it so chooses, enter into written, legally binding agreements between its member organizations, for such purposes as applying for grant monies; establishing and administering a pool of resources in support of a jointly sponsored project; acting in a supervisory role for the purpose of administering grant programs; adopting joint resolutions; communicating with other private and public, federal, state and local organizations; and other matters. Under such a written, legally binding agreement, Task Force member organizations may be jointly and severally liable for any decisions made or action taken, directly related to the agreement.

ARTICLE XII: RESOLUTION

The text of the following joint resolution made and publicly announced by all members of the California Joint Occupational Preparation Task Force's

Board of Directors, assembled in the City of _____, in the County of _____, in the State of California, this _____ day of _____, 19____, shall be an integral part of this Constitution and of these By-Laws.

R E S O L U T I O N

WHEREAS, The legislated provisions of the Vocational Education Act of 1968 require active cooperation between the California Employment Development Department and the California Department of Education in preparing and utilizing comprehensive labor market information for occupational education and training program and curriculum planning, vocational guidance, counseling and job placement purposes; and

WHEREAS, It is the stated policy of the People of California, as promulgated in the California Education Code, that every student who graduates from any state-supported educational institution should have sufficient marketable skills for legitimate, remunerative employment, and

WHEREAS, It is recognized that effective and efficient manpower planning at the State, Regional and Local level should be based on comprehensive, accurate, timely and directly and immediately relevant information on current and projected labor demand - labor supply conditions in local labor markets; and

WHEREAS, There has been in existence in the State of California for more than three years the Joint Occupational Preparation Task Force composed of the undersigned persons representing various public and private organizations, voluntarily coordinating and cooperating their activities with the aim of advancing the cause of meaningful occupational preparation in the State; and

WHEREAS, The undersigned members of the Joint Occupational Preparation Task Force agree that their joint efforts on the Task Force have been of value and should continue;

THEREFORE, BE IT RESOLVED that the undersigned members of the Joint Occupational Preparation Task Force publicly constitute themselves as the California Joint Occupational Preparation Task Force and adopt the following Constitution and By-Laws to govern its functions and activities.

Given at the City of _____, in the County of _____, State of California, this _____ day of _____, 19__.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

APPENDIX "B"

"Proposal for a Pilot Study of the San Francisco Employment Market"

(August 18, 1972)

PROPOSAL FOR A PILOT STUDY OF THE SAN FRANCISCO EMPLOYMENT MARKET

Klaus D. G R I M M

August 18, 1972

State of California
Department of Human Resources Development
Office of Education/Training Liaison
San Francisco, California

"56.3% of the San Francisco Labor Force is employed by 3.0% of all San Francisco firms."

"67.0% of the total San Francisco Labor Force works in four major industries: Services, Government, Trade and Finance/ Insurance/Real Estate."

I. INTRODUCTION AND SUMMARY

This proposal for the conduct of a Pilot Study of the San Francisco Employment Market is presented to the Director of the California State Department of Human Resources Development for consideration and approval.

The proposal outlines the overall objectives and underlying rationale of the proposed Study; it describes the proposed Pilot Study in detail and estimates its duration, staff logistical support requirements; and it presents the results of a preliminary analysis which helped to refine the scope and basic nature of the proposed Study.

Any questions regarding this proposal should be directed to:

Mr. Klaus D. Grimm
Special Research Associate
Office of Education/Training Liaison
California State Department of Human Resources Development
745 Franklin Street
San Francisco, CA 94102

Telephone: (415) 557-2476

II. OVERALL OBJECTIVES AND UNDERLYING RATIONALE

That the California State Department of Human Resources Development has been faced, and continues to be faced, with volatile criticism about the ultimate effectiveness and efficiency of its job placement operations is a well-known fact. The criticism comes from above and from below: from the U.S. Department of Labor for not meeting set placement quotas; from the State's employers for not referring 'quality' applicants; and from the job-seeker for being offered mostly jobs in a low-paying/poor working conditions category.

The circumstance that DHRD is not the only State employment agency thus criticised; that, in fact, all other State employment agencies in the Nation are finding themselves in an identical, or at least in a very similar dilemma, appears to be an indication that the causes of the problem go deeper than State employment agencies simply not doing their job.

Whatever the real causes may be--and there are many interpretations such as, to cite but one advanced most recently: the Lawyers' Committee for Civil Rights Under Law/National Urban Coalition study, Falling Down on the Job: The United States Employment Service and the Disadvantaged--one very obvious reason appears to be DHRD's incomplete, and therefore somewhat unrealistic insight into the employment market in a given locale. If DHRD staff does not know where jobs are, if, in other words, it cannot identify the employers in a geographical area, by employment size, by industrial category, by hiring mechanism used or not used, the most professional and dedicated staff will not be able to accomplish much, for the simple reason that there is no clear, purposeful direction of staff resources; or, to use a term from private industry and business, there is no planned marketing strategy identifying those segments of the employment market which can be expected to produce the highest possible distribution of our services.

Two quotations, one from the already referenced LCCRUL/NUC study, Falling Down on the Job, the other from the not yet published Report of the Governor's Manpower Policy Task Force, The Manpower Maze, which underscore the point made above.

"The Employment Service should operate its own data collection and interpretation system oriented toward assisting local job development efforts, independent of the requirements of the Bureau of Labor Statistics and other federal agencies. Employment Service Offices should be given staff positions for economists and labor market analysts responsible for interpreting industrial trends, shifts in regional (and interstate, if relevant) labor market needs, job shortages and related developments. This information should be circulated among the local manpower offices regularly, in such form that it can be used by the manpower agency in designing training programs that relate to actual job opportunities. The data collected by the Employment Service could also be used to evaluate the performance of local manpower offices."

---LCCRUL/NUC: 'Falling Down on the Job: The United States Employment Service and the Disadvantaged' (emphasis added)

"5. Testing, Evaluation, Research and Development. The size of expenditure and the primitive state-of-the-art in solving manpower problems indicates the need for an on-going testing, evaluation and research program. The research sub-system should be located at the state level, where research, planning, evaluation, administration, and budgeting would be done. However, actual studies should be largely contracted out to the local manpower services units in communities, to industry, universities, and other groups. Social research stimulates change and new methods, as well as data, and this should occur in the communities where the problems are located."

.....

"Recommendations:

B. MANAGEMENT INFORMATION

1. GREATER EMPHASIS SHOULD BE PLACED ON ANALYSIS AND FORECASTING.

Accurate and regular forecasts in such areas as economic activity, employment, specific job and skill requirements are essential to develop effective manpower development programs.

2. ESTABLISH A COMPREHENSIVE ECONOMIC AND MANPOWER DATA CENTER. THE CREATION OF A PUBLIC/PRIVATE DATA CORPORATION MAY BE THE MOST EFFECTIVE WAY TO DO THIS.

Such a center would serve as a repository of all relevant data required to make manpower decisions and projections (basic economic data, job bank data, training program requirements, demographic data, etc.)...."

---Governor's Manpower Policy Task Force: 'The Manpower Maze', Final Draft Copy (emphasis added).

In line with these findings and recommendations, it appears feasible to conduct a pilot study designed to establish:

---what type of data would be most useful for overall, strategic planning of local DHRD job placement operations;

---what data found to be useful is already available, and in what form; and what useful data could be obtained from outside sources;

---how the data should be correlated and presented, for maximum practical use in planning and decision making;

---how the data should be distributed, and in what differing forms, for most effective utilization by staff on all levels.

The following proposal outlines, in considerable detail, how the recommended pilot study purports to generate this information.

III. PROPOSED PILOT STUDY

The purpose of the proposed Pilot Study of the San Francisco Employment Market is to (a) gain an initial insight into the actual market, i.e., by absolute size (number of employees, in toto and within major industrial categories) and by relative size (ranking by San Francisco total, and within each industrial category), in terms of total employment; and (b) conduct a limited survey of representative samples of each identified employer segment in the market as to their principal hiring methods.

The information generated through the gathering of data on the characteristics of the San Francisco Employment Market and through the survey of employers on their respective hiring methods, will be of considerable value to the Department's management in realistically assessing DHRD's current role in the market, as well as in providing a reliable, well-documented basis for the formulation of alternate strategies for a new role.

Conceivably, the information derived from the study effort would allow a ready identification of those segments of the San Francisco Employment Market which would have a primary need, as well as those with only a secondary, or even a tertiary need for the Department's job placement services. That is to say, an employer identified as having a self-declared sufficiency of hiring mechanisms within his firm, or one whose hiring methods are determined by a union contract, would not have the same need for DHRD's services as, for instance, an employer without his own personnel office staff, or with a periodically varying demand for a very specialized labor force.

The identification of different levels of service to different segments of the employer market would enable DHRD to plan its overall strategy in such a manner, as to make maximum use of its staff and other resources by, e.g., concentrating its efforts on those employer groups which have a demonstrable, immediate need for our services, and which, most importantly, of course, would file with local offices a sufficiently high number of job openings to increase DHRD's placement performance.

Furthermore, assuming that the Study can be conducted with an acceptable degree of professionalism, as far as basic data source selection, statistical correlation, stratified sample selection, surveying techniques, etc., are concerned, the generated information could probably be used to establish job placement quotas which are more in line with given geographical employment market restrictions.

Description of Study Phases

The proposed Pilot Study will include, but not be limited to, six essential phases:

Phase I: Data Collection and Analysis;
Phase II: Selection of Survey Sample;
Phase III: Construction of Survey, Determination of Survey Method;
Phase IV: Administration of Survey;
Phase V: Summarization, Interpretation and Analysis of Survey Results;
Phase VI: Preparation of Report and Recommendations.

Phase I, the collection and analysis of data, will, in essence, be a continuation of the work already begun (see following Proposal Section). The data listed below will be essential to the Study:

(1) Total Number of Employers, City and County of San Francisco;
(2) Total Number of Employees, of Employers Reported in (1) above;
(3) Breakdown of Employers:
    (a) by Size (Number of Employees);
    (b) by Standard Industrial Code (SIC),--major categories;
(4) Ranking of San Francisco Employers:
    (a) by Size, San Francisco Total;
    (b) by Size, within each SIC Category.

Part of the task of data collection and analysis will be the identification of as comprehensive, accurate and timely a data base as can be found. Initial study efforts (see following Proposal Section) have given some indication that available DHHD-DOL data sources which are based on Unemployment Reporting Units may exclude a considerable segment of the San Francisco Employment Market. If further inquiry substantiates this indication, it may be advisable to consider the additional use of non-governmental business reference sources,--e.g., Dun and Bradstreet, Contacts Influential International, etc.

Aside from assembling a descriptive summary of the San Francisco Employment Market, (similar, although expanded in format, to the Tables included in the following Proposal Section), the collected data will also form the basis for the next Study Phase, the selection of the survey sample.

The selection of the survey sample, in Phase II, will involve the determination of a representative sample, in each employer size group and in each major SIC category. Sample sizes will be determined by the relative size (significance) of each group, as well as by the survey method selected.

Phase III, the construction of the survey and the determination of the survey method will depend on the basic characteristics of the San Francisco Employment Market identified in the preceding two phases. The construction of the survey, i.e., the type and number of questions to be asked, will be developed in voluntary cooperation with a major San Francisco employer, the Pacific Telephone and Telegraph Company, with whom our office maintains cordial relations.

The decision on what survey method to use, i.e., by mailed questionnaire, by personal interview, etc., will have to be determined on the basis of several considerations, such as the possibility of conducting the survey using DHRD staff (during regular employer visits), or even using an independent (private) marketing survey firm. If DHRD staff is utilized, it will have to be trained in standard surveying techniques, and the total number of staff available will have to be balanced against the number of individual surveys to be taken, the time frame within which the survey is to be completed, etc.

The administration of the survey, Phase IV, constitutes such tasks as the initial testing of the survey questionnaire, the substitution of employers in each sample grouping who, for whatever reason, cannot or do not want to participate in the survey, monitoring time schedules and similar activities of a general administrative nature.

The summarization, interpretation and analysis of survey results, Phase V, of the proposed Study, will require the tabular correlation of data collected on the hiring methods of employers, and may involve limited follow-up investigations of certain reported methods (such as the use of want ads, exclusive union hiring arrangements, etc.), depending on overall frequency and indicated sufficiency produced by the survey.

Phase VI, finally, the preparation of a report and of recommendations will be based on the selection of that summary data most useful to the Department's management for policy planning and decision making. The recommendations will be sufficiently detailed and documented to allow their more than cursory discussion, and, if desired, their ready development into plans of action. The report will also include an objective assessment of the study methods applied and a plan on how these methods could be used most effectively and efficiently for other geographical areas in the State.

Estimated Duration of Study and Support Requirements

The actual duration of the proposed Study will depend on several intangibles determined by some of the possible courses of action outlined above. Consequently, the following time estimates should only be viewed as preliminary estimates of the total Study effort, to be specified in more finite terms after Phases I and II have been started.

Study Phase	Description	Time Estimate
I	Data Collection and Analysis	Four (4) Weeks
II	Selection of Survey Sample	Two (2) Weeks
III	Construction of Survey, Determination of Survey Method	Three (3) Weeks
IV	Administration of Survey	Four (4) to Six (6) Weeks
V	Summarization, Interpretation and Analysis of Survey Results	Three (3) Weeks
VI	Preparation of Report and Recommendations	Four (4) Weeks
Total		Twenty-two (22) to Twenty-six (26) Weeks

Staff Requirements:

Depending on the availability/non-availability of DHRD staff for the Study, the time estimates given above could be shortened or would have to be extended. Basic staff requirements for the successful completion of the Study (Phases I and II) are as follows:

(1) Special Research Associate (Director of Study): Klaus D. Grimm

(2) Research Aide (Figure aptitude, some background in statistical methods desirable): Vacant

(3) Clerk Typist (Acceptable typing/transcribing ability; experience in professional report typing (tables!) desirable): Vacant

In addition, members of the DHRD San Francisco and Sacramento Research and Statistics Division staff would have to be called upon to identify, extract and consolidate needed data, during Phase I of the Study. In the same manner, if it is desired that the survey be conducted by employer interview using DHRD staff, Employment Service Representatives, or personnel of comparable function, will have to be available to interview the employer, possibly in connection with regular employer visits.

Logistical Support Requirements:

Adequate office facilities to accommodate the three members of the basic staff listed above will be needed. Since the nature of the Study demands a significant amount of data correlation and analysis work, it would be practical to provide a working environment conducive to maximum concentration. If such a place cannot be made available at 745 Franklin Street, maybe there is space in one of the San Francisco HRD Centers.

Because of the size of data to be assembled, correlated and analyzed in Phases I and II, it will be necessary to have some special computer-generated listings and reports prepared at DHRD's Central Computer facility in Sacramento. Specifically, a selected ranking of San Francisco employers by employee size groups, within SIC categories would be needed.

Consulting Services:

Depending on whether or not DHRD data sources will be found to be suitable for the purposes of the survey, it may be desirable to match listings of private business reference services with DHRD computer files. It may also be preferable to utilize the marketing survey services of an independent consulting firm, rather than to rely on DHRD staff. If such needs develop, funds will have to be made available to contract for them.

IV. RESULTS OF PRELIMINARY ANALYSIS

The proposal outlined in the preceding section is based on an initial effort to systematically analyze and evaluate available data which could be used for the Study. The data sources investigated to this end included the following:

DHRD Area Manpower Review: San Francisco-Oakland Standard Metropolitan Statistical Area, Annual Outlook and Planning Report 1972;

DHRD Insured Reporting Units by Size of Employment and Industry, San Francisco County, September 1969;

US DOL/DHRD Report on Job Search Information, Job Market Information, and Manpower Data in the California Department of Human Resources Development;

Various DHRD printouts, Reports and Data Files in the San Francisco Office of DHRD's Research and Statistics Section;

US Department of Commerce/Social and Economic Statistics Administration/Bureau of the Census, County Business Patterns 1971 - California;

San Francisco District Office/Regional Office of the Internal Revenue Service, US Treasury Department;

DHEW - Social Security Administration, San Francisco District Office;

California State Department of Corporations;

San Francisco Chamber of Commerce;

Pacific Telephone and Telegraph Company, Manpower Division;

Dun & Bradstreet, Inc., Business Reference Service;

Contacts Influential, International, Inc., Business Reference Service.

The partial results of this preliminary investigation are reflected on Tables I through VI, together with a Summary of significant findings.

Summary of Significant Findings Derived from Tables I through VI

In conjunction, the data reflected on Tables I, II, and III indicates that:

--- 56.3% of the San Francisco labor force is employed by 3% of all San Francisco firms;

--- 85.7% of all San Francisco employers have under 20 employees;

--- 97% of all San Francisco enterprises employ under 100 workers, or 43.7% of the entire labor force in San Francisco.

****

A comparison of the data reported in Tables I, II, and IV shows a marked difference in the information on San Francisco employers compiled by DHRD and by a private business reference source:

--- The 1971/72 figure of CII for the total number of San Francisco firms is 44.1% higher than the corresponding DHRD figure for September 1969;

--- 1969 DHRD figures are moderately higher than CII 1971/72 figures in the 10-500 employees employer size groups (26.4% average), and significantly lower in both, the 1-10 and the 500-and-over group (58.2% average);

--- the ranges in the numerical difference for DHRD is from 20 to 1,094, and for CII from 33 to 13,034.

****

Table V shows that:

--- 67.0% of the total San Francisco labor force works in four major industries: Services, Government, Trade and Finance/Insurance/Real Estate;

--- Transportation/Communications/Utilities and Manufacturing employ an almost equal share (10% each) of the San Francisco labor force, ranking 5th and 6th, respectively;

--- More than half of that segment of the San Francisco labor force employed by the largest San Francisco industry (Services) falls into the DHRD 'Not Classified' category: a total of 8%, which is almost two-thirds more than the individuals employed in the Construction, Mining and Agriculture industries.

****

Table VI, using data collected by a private reference source, indicates that:

--- The Services and Trade industry categories have by far the largest number of individual employers in San Francisco--37.0% and 35.0%, respectively, or 72.0% of all San Francisco employers.

--- Finance/Insurance/Real Estate and Manufacturing rank 3rd and 4th on the basis of total number of firms in San Francisco, accounting together to about 15.0%.

--- 4.0% of the San Francisco firms are listed under the 'Not Classified' category, which is one percentage point more than the total number of listed employers in the Construction industry category.

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TABLE I:

'Numerical and Percentage Breakdown of Number of Employers, by Employee Size Group, City and County of San Francisco, 1969'

(Source: DHRD Research and Statistics Division, 'Insured Reporting Units by Size of Employment and Industry, San Francisco County, September 1969')

Employee Size Group	No. of Employers In Group	Percentage of Total
0 - 3	10,124	50.6
4 - 9	4,808	24.0
10 - 19	2,218	11.1
20 - 49	1,616	8.1
50 - 99	646	3.2
100 - 249	394	2.0
250 - 499	118	0.6
500 - 999	44	0.2
1,000 & over 1/	32 1/	0.2 1/
All Groups	20,000	100.0

1/ Government not included:

U.S. Government: 38,342 (December 1971)
California State Government: 6,875 (December 1971)
San Francisco City/County Government: 20,000 (Est. December 1971)

#35 - 0.2%

State of California
Department of Human Resources Development
Office of Education/Training Liaison

TABLE II:

'Numerical and Percentage Breakdown of Labor Force, by Employee Size Groups (Firms), City and County of San Francisco, 1969'

(Source: DHRD Research and Statistics Division, 'Insured Reporting Units by Size of Employment and Industry, San Francisco County September 1969')

Employee Size Group	No. of Employees In Group	Percentage of Total
0 - 3	16,274	4.2
4 - 9	28,071	7.3
10 - 19	29,875	7.8
20 - 49	49,269	12.8
50 - 99	44,859	11.6
100 - 249	59,021	15.3
250 - 499	41,111	10.7
500 - 999	31,128	8.1
1000 & Over 1/	85,805 1/	22.3 1/
ALL GROUPS	385,413	100.0

1/ Government not included:

U.S. Government: 38,342 (December 1971)
California State Government: 6,875 (December 1971)
San Francisco City/County Government: 20,000 (Est. December 1971)

#151,022 - 33.4%

State of California
Department of Human Resources Development
Office of Education/Training Liaison

TABLE III:

'Summary (Percentage) Breakdown of Number of Employers and Their Employees, by Size Groups, City and County of San Francisco, 1969'

(Source: DHRD Research and Statistics Division 'Insured Reporting Units by Size of Employment and Industry, San Francisco County, September 1969')

Total Number of Firms Reporting	Total Number of Employees in Firms Reporting
20,000	385,413 1/

Employee Size Group (Number of Employees)	Percentage of Total Number of Firms Reporting	Percentage of Total Number of Employees in Firms Reporting
0- 19	85.7	19.3
20- 99	11.3	24.4
100-249	2.0	15.3
250-1,000 and over	1.0	41.0

1/ According to the DHRD 'Area Manpower Review, San Francisco-Oakland Standard Metropolitan Statistical Area: Annual Outlook and Planning Report 1972', Total Civilian Employment amounted to 538,100, as compared to 385,413 quoted above,--a difference of 152,687, or 40%. The difference can be explained, in part, by total employment figures by industry reported in the two sources showing a variance of up to 9,442 employees per industrial category; and by apparently incompatible definitions of what components are/are not included in the 'Government' and 'Other' categories.

State of California
Department of Human Resources Development
Office of Education/Training Liaison

TABLE IV:

'Numerical and Percentage Breakdown of Number of Employers, by Employee Size Group, City and County of San Francisco, 1971'

(Source: Contacts Influential, International
1972 Business Reference Book)

Employee Size Group	No. of Employers In Group	Percentage of Total
1 - 5	24,633	77.5
6 - 10	3,333	10.5
11 - 25	2,096	6.6
26 - 50	874	2.7
51 - 100	416	1.3
101 - 250	245	0.8
251 - 500	89	0.3
500 & over 1/	109 1/	0.3 1/
All Groups	31,795	100.0

1/ Government not included:

U. S. Government: 38,342 (December 1971)
California State Government: 6,875 (December 1971)
San Franciso City/County Government: 20,000 (Est. December 1971)

#111 - 0.3%

State of California
Department of Human Resources Development
Office of Education/Training Liaison

TABLE V:

'Numerical and Percentage Breakdown of Labor Force, by Standard Industrial Classification (SIC) Categories, City and County of San Francisco, 1971'

(Source: DHRD 'Area Manpower Review, San Francisco-Oakland Standard Metropolitan Statistical Area: Annual Outlook and Planning Report 1972')

Rank	SIC Category	Number of Employees	Percentage of Total
(10)	Agriculture [1] (SIC 01-09)	424[1]	0.0
(9)	Mining (SIC 10-14)	500	0.0
(8)	Construction (SIC 15-17)	18,000	3.0
(6)	Manufacturing (SIC 19-39)	52,300	10.0
(5)	Transportation/Communications/ Utilities (SIC 40-49)	52,800	10.0
(3)	Trade (SIC 50-59)	91,900	18.0
(4)	Finance/Insurance/Real Estate (SIC 60-67)	62,700	12.0
(1)	Services (SIC 70-89)	97,300	19.0
(2)	Government (SIC 91-99)	92,400	18.0
(7)	Not Classified	44,900	8.0
	All Categories	513,224	100.0*

* May not add up to 100.00 because of rounding

[1] Source: U.S. Department of Commerce, Census Bureau Publication CBP 71-6 'County Business Patterns - 1971 - California'

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TABLE VI:

'Numerical and Percentage Breakdown of Number of Employers, by Standard Industrial Classification (SIC) Categories, City and County of San Francisco, 1971'

(Source: Contacts Influential International
1972 Business Reference Book)

Rank	SIC Category	Number of Employers	Percentage of Total
(8)	Agriculture (SIC 01-09)	132	0.0
(9)	Mining (SIC 10-14)	38	0.0
(6)	Construction (SIC 15-17)	1,194	3.0
(4)	Manufacturing (SIC 19-39)	2,198	6.0
(7)	Transportation/Communications/ Utilities (SIC 40-49)	1,123	3.0
(2)	Trade (SIC 50-59)	12,015	35.0
(3)	Finance/Insurance/Real Estate (SIC 60-67)	3,208	9.0
(1)	Services (SIC 70-89)	12,847	37.0
(10)	Government (SIC 91-99)	4	0.0
(5)	Not Classified	1,398	4.0
	All Categories	34,157	100.0*

* May not add up to 100.0 because of rounding

Klaus D. Grimm
State of California
Department of Human Resources Development
Office of Education/Training Liaison

APPENDIX TO THE "PROPOSAL FOR A PILOT STUDY OF THE SAN FRANCISCO EMPLOYMENT MARKET"

Applying the Concepts of "Marketing" to the State Employment Service

There are some basic concepts in "Marketing",--as it is understood and applied in private business and industry,--which are useful in terms of policy analysis, planning and implementation to DHRD's Employment Service operations.

The following summary discussion translates these concepts into the special atmosphere of a government agency.

Marketing:

The concept of marketing is comprised of four essential steps:

--- to find a need;
--- to design a service to fill that need;
--- to provide the service;
--- to 'sell' the service.

Applied to the DHRD Employment Service, the finding of a need could simply be interpreted as enabling legislation, i.e., the Wagner-Peyser Act of 1933; but it should also mean a conscious, planned effort on the part of the Employment Service to assemble and critically analyze the constantly changing pattern of needs: the needs identified in 1933 may not necessarily be identical to those in 1972. Finding the (continued) need for DHRD services thus means the maintenance of a body of reasonably comprehensive, accurate and timely information on the labor and employment market in different geographical locales throughout the State,--information which will allow the Department's executive management, as well as the local office manager, to intelligently plan his staff resources for concentrated application to those labor/employment market segments where, indeed, there is a need.

The concept of designing a service to fill the identified need, and of providing the service deals with the day-to-day administration of the Department, in as effective and efficient a manner as possible. The emphasis here is on providing a service which is still in demand, and to retain a flexibility to redesign the service quickly enough to promptly respond to a new need.

A marketing concept which may be novel to DHRD staff is the 'selling' of the service. Basically, this concept implies that unless you are able to sell the service you offer to those who need it, you should not provide it at all. Translated into the DHRD environment, this means that we must be able to 'sell' our ability to recruit capable applicants to those employers who can provide us with a sufficient quantity and quality of job listings; and, conversely, to sell our services to job seekers who have a real need for us. The idea of being a DHRD salesman selling the Department's employment services may not be very appealing to the conventional civil servant in our ranks, but it is an absolute necessity, if we want to be a dynamic social action agency in the manpower field.

Guidelines for Service Design

Here are four guidelines for the development of a new service:

--- Study the market;
--- Study your competitors;
--- Determine your own area of competence;
--- Design the service in terms of the market, not in terms of performance.

Studying the labor/employment market will keep the Department abreast with new and changing service needs,--as highlighted above.

Studying your 'competitors' very simply means to be realistic about the fact that there are market segments in which DHRD should not waste its time and resources. In this context, 'competitors' are the personnel offices of large employers; private employment agencies specializing, e.g., in the placement of certain professional categories; employers hiring exclusively through unions; and last, not least, government civil service systems.

Determining your own area of competence acknowledges certain operational weaknesses of DHRD, as well as definite advantages of the Department over its 'competitors', in the employment service field. Obviously, it makes sense to capitalize on those areas in which DHRD already has an edge, e.g., its size, minority applicants, etc.

The guideline of designing the service in terms of the market; rather than in terms of performance, when translated to DHRD job placement operations, means that it should be more important to respond to an established service need than to simply administer an existing program which may have become irrelavant. Unfortunately, the immediate need for a new service perceived in the field may require a significant change in policy and/or funding requirements,--factors which necessitate State or even Federal approval; and by the time approval is finally obtained, the service need may no longer exist. The point is to respond to genuine service needs as effectively as possible, within given parameters, rather than to hide behind the protective shield of 'regulations'.

APPENDIX III

These are some concepts of marketing, as practiced in private industry and business, which can be readily and profitably applied to DHRD operations. There are other concepts, such as "Value Analysis", which evaluates a provided service in terms of use, cost, convenience and esteem values, which have a more restricted application to a government agency. Nevertheless, we should recognize that there are techniques not traditionally associated with a government agency which can and should be understood and used intelligently in DHRD.

State of California — Human Relations Agency

Memorandum

To : Benjamin Hargrave, Director
Education/Training Liaison

Date : August 22, 1972

File No.:

From : **Department of Human Resources Development** - Klaus D. Grimm

Subject: Addendum to my Report, "Proposal for a Pilot Study of the San Francisco Employment Market"

Under reference to the concepts outlined in my Proposal, I have developed samples of basic formats for the type of computer printed reports essential for the data gathering phase of the proposed study. All data reflected on these sample forms is in the DHRD central computer files, as far as I could determine. To produce the reports, relatively simple sorting programs (which are usually computer manufacturer supplied "maintenance" programs, i.e., they are available 'free' and do not have to be written by programming staff) could be used.

Please note that the second set of reports ("Ranking of Employers - No. 2, 2A/B") should not be produced until after we have had an opportunity to review and analyze the first set, that is, after we have determined the size of samples in each sampling group; obviously we do not want a ranking of all 21,000-odd employers in San Francisco!

As far as the use of a comprehensive (i.e., all-inclusive) data base is concerned, we may want to use parts of the data available through private business reference services and/or the data available from a non-BLS government source: the Social Security Administration/Bureau of Census figures. As my preliminary comparative analysis of data sources indicates, marked differences in the number of employers in San Francisco show up in the lowest (1-10 employees) size groups, as well as in the highest (500-and-over) size groups. If we decide to compare our data with that of a private business reference source, by means of a computer run, we would limit the cost of using outside data, by comparing only those data groups where a wide variance shows up.

Incidentally, it may be possible to negotiate with such business reference services as CII and Dun & Bradstreet to compare their data with our own data at no direct expense to us, but for the mutual benefit of updating each others files, without violating any data confidentiality restrictions.

A comment on surveying techniques to be used in the proposed study. As already indicated, Pacific Telephone and Telegraph Company (Messrs. Don Boyle and Don Ward) are willing to get together with me drafting a survey questionnaire, and even going so far as to test it on a control group within PT&T. The question in my mind is: should we conduct the actual survey using our own staff, or should we employ the services of an outside surveyor, e.g., marketing survey firm, or possibly a U.C. group (joint project)? It is somewhat difficult, of course, to answer this question without knowing how many employers will be

surveyed (sample size), within what time frame the survey should be completed, and how many staff members Frank Briscoe could make available for that effort. If we can use our own staff, it would be necessary to give them a short course in surveying techniques (how-to); I could do that myself. What speaks in favor of using an outside surveying group is that we would probably be able to get a more exhaustive and objective response from the business community; that is to say, I suspect that surveyed employers would tend to close up being questioned by a government agency on "employment practices".

Another option would be to conduct a mail-survey, even though expected returns would only amount to about 37% of the total sample. If we decide on this method (which, of course, would be the cheapest one), I would again favor an outside marketing survey group handling it rather than sending the questionnaires in 'Official Use Only - DHRD' envelopes.

K. D. GRIMM

Format for Computer-Generated Report No. 1: Statistical Data Base Breakdown

SIC Code	Industry Division Industry Group	Number of Employees as of /	Number of UI Units Reporting	Number of UI Reporting Units by Employment-Size Class							
				1 to 3	4 to 7	8 to 19	20 to 49	50 to 99	100 to 249	250 to 499	500 and over
	SAN FRANCISCO TOTAL.....										
---	Agricultural Services, Forestry, Fishing.....										
07	Agricultural Services and Hunting,.....										
072	Animal Husbandry Services.....										
073	Horticultural Services..										
---	Mining.....										
13	Oil and Gas Extraction..										
---	Contract Construction.....										
	etc.										

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Format for Report No. 1-A: same format as No. 1, except that the column-heading termed 'Number' be replaced by 'Percentage; Percentages to be related to S.F. Total

Format for Report No. 1-B: on demand only: Percentages by SIC Group, within Group (Group Total=100%)

(25)

K. D. GRIMM

Format for Computer-Generated Report No. 2:

Ranking of Employers,
By Employee Size, San Francisco Total

Rank	Firm Name Address/ZIP Telephone Number	Industry Division Industry Group	SIC Code	Total Number of Employees in Firm		Remarks
				San Francisco	Other	
(1)	S.F. Newspaper Printing Company 860 Howard St. 03 397-5700	Manufacturing Printing, Publishing...	... 27	2,038	53	75% of S.F. employees working in production
(2)						

Format for Report No. 2-A: "Ranking of Employers, By Employee Size, By SIC Industry Division":
SAME FORMAT; ranking based on size within each Division

Format for Report No. 2-B: on demand only: Ranking within Industry Group.

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THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

APPENDIX "C"

"Current Legislation Relevant to CJOPTF/CMMIS Operations"

APPENDIX C

EXCERPT FROM VOCATIONAL EDUCATION ACT OF 1968
(P.L. 90-576-82 Statute 1073, October 16, 1968)

Section 123 (a) (8) provides for entering into cooperative arrangements with the system of public employment offices in the State.

Approved by the State Board and by the State head of such system, looking toward such offices making available to the State Board and local educational agencies occupational information regarding reasonable prospects of employment in the community and elsewhere, and toward consideration of such information by such Board and agencies in providing vocational guidance and counseling to students and prospective students and in determining the occupations for which persons are to be trained; and looking toward guidance and counseling personnel of the State Board and local educational agencies making available to public employment offices, information regarding the occupational qualifications of persons leaving or completing vocational education courses or schools and toward consideration of such information by such offices in the occupational guidance and placement of such persons.

EXCERPTS FROM CALIFORNIA EDUCATION CODE

Division 7, Chapter 1, Section 7504

Legislative Policy; Educational Opportunity.

The Legislature hereby recognizes that it is the policy of the people of the State of California to provide an educational opportunity to every individual to the end that every student leaving school should be prepared to enter the world of work; that every student who graduates from any state-supported educational institution should have sufficient marketable skills for legitimate, remunerative employment; and that every qualified and eligible adult citizen should be afforded an educational opportunity to become suitably employed in some remunerative field of employment. (Added by Ch. 713, Statutes of 1971.)

Division 6, Chapter 6, Sections 6259 and 6259.1

6259. It is the intent of the Legislature to encourage the development of programs in the vocational educational curriculum which reflect the skill demands determined from local and area employment surveys.

6259.1. The Superintendent of Public Instruction in cooperation with the Director of Employment Development and the Chancellor of the California Community Colleges shall establish in the Department of Education a vocational manpower management information system to provide educators, students, and manpower planners in the state's vocational planning areas, standard metropolitan statistical areas, and other geographical areas in the state with statistical data and comprehensive information on current labor markets, and appropriate socioeconomic data, and to assist in gathering related information from all possible sources relevant to the process of effective vocational education and manpower development planning in the state. (Added by Ch. 1500, Statutes of 1974.)

ASSEMBLY BILL No. 322

Introduced by Assemblyman Chacon

December 20, 1974

REFERRED TO COMMITTEE ON EDUCATION

An act to amend Section 6259.1 of the Education Code, relating to vocational education, making an appropriation therefor, and declaring the urgency thereof, to take effect immediately.

LEGISLATIVE COUNSEL'S DIGEST

AB 322, as introduced, Chacon (Ed.). Vocational education: information system.

Under existing law the Superintendent of Public Instruction, in cooperation with the Director of Employment Development and the Chancellor of the California Community Colleges is required to establish in the Department of Education a vocational manpower management information system to provide educators, students, and manpower planners in the state's vocational planning areas, standard metropolitan statistical areas, and other geographical areas in the state with specified statistical data and other information relating to the labor market.

This bill would require the Superintendent of Public Instruction to cooperate with the California Postsecondary Education Commission in addition to the Director of Employment Development and the Chancellor of the California Community Colleges concerning the establishment of a vocational manpower management information system.

This bill would also appropriate $300,000 to the Superin-

tendent of Public Instruction for purposes of funding the information system.

This bill would take effect immediately as an urgency statute.

Vote: ⅔. Appropriation: yes. Fiscal committee: yes. State-mandated local program: no.

The people of the State of California do enact as follows:

SECTION 1. Section 6259.1 of the Education Code is amended to read:

6259.1. The Superintendent of Public Instruction in cooperation with the Director of Employment Development ~~and~~, the Chancellor of the California Community Colleges, *and the California Postsecondary Education Commission* shall establish in the Department of Education a vocational manpower management information system to provide educators, students, and manpower planners in the state's vocational planning areas, standard metropolitan statistical areas, and other geographical areas in the state with statistical data and comprehensive information on current and projected occupational demand and supply relationships in local labor markets, and appropriate socioeconomic data, and to assist in gathering related information from all possible sources relevant to the process of effective vocational education and manpower development planning in the state.

SEC. 2. There is hereby appropriated from the General Fund to the Superintendent of Public Instruction the sum of three hundred thousand dollars ($300,000) for expenditure in ~~fiscal year~~ the 1974–75 fiscal year for carrying out the purposes of Section 6259.1 of the Education Code.

SEC. 3. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the Constitution and shall go into immediate effect. The facts constituting such necessity are:

In order that the changes proposed by this act may go

2 322 30 38

into effect immediately so that the Superintendent of Public Instruction may establish in the Department of Education a vocational manpower management information system in an orderly manner, and in order that funds provided by this act may be available to the Superintendent of Public Instruction for purposes of establishing such an information system as soon as possible during the 1974–75 fiscal year, it is necessary that this act take effect immediately.

O

EXCERPTS FROM PUB. LAW 93 - 203

CONSULTATION WITH SECRETARY OF HEALTH, EDUCATION, AND WELFARE

SEC. 306. The Secretary of Labor shall consult with the Secretary of Health, Education, and Welfare, with respect to arrangements for services of a health, education, or welfare character under this Act, and the Secretary of Health, Education, and Welfare shall solicit the advice and comments of State educational agencies with respect to education services. Such services include but are not limited to basic or general education; educational programs conducted for offenders; institutional training; health care, child care, and other supportive services; and new careers and job restructuring in the health, education, and welfare professions. When the Secretary of Labor arranges for the provision of basic education and vocational training directly, pursuant to the provisions of this title, he shall obtain the approval of the Secretary of Health, Education, and Welfare for such arrangements.

PART B -- RESEARCH, TRAINING, AND EVALUATION

RESEARCH

SEC. 311. (a) To assist the Nation in expanding work opportunities and assuring access to those opportunities for all who desire it, the Secretary shall establish a comprehensive program of manpower research utilizing the methods, techniques, and knowledge of the behavioral and social sciences and such other methods, techniques, and knowledge as will aid in the solution of the Nation's manpower problems. This program will include, but not be limited to, studies, the findings of which may contribute to the formulation of manpower policy; development or improvement of manpower programs; increased

knowledge about labor market processes; reduction of unemployment and its relationships to price stability; promotion of more effective manpower development, training, and utilization; improved national, regional, and local means of measuring future labor demand and supply; enhancement of job opportunities; skill training to qualify employees for positions of greater skill, responsibility, and remuneration; meeting of manpower shortages; easing of the transition from school to work, from one job to another, and from work to retirement, opportunities and services for older persons who desire to enter or reenter the labor force, and for improvements of opportunities for employment and advancement through the reduction of discrimination and disadvantage arising from poverty, ignorance, or prejudice.

(b) The Secretary shall establish a program of experimental, developmental, demonstration, and pilot projects, through grants to or contracts with public or private non-profit organizations, or through contracts with other private organizations, for the purpose of improving techniques and demonstrating the effectiveness of specialized methods in meeting the manpower, employment, and training problems, however, nothing in this subsection shall authorize the Secretary to carry out employment programs experimenting with subsidized wages in the private sector or with wages less than those established by the Fair Labor Standards Act of 1938, as amended, for employment subject to that Act. In carrying out this subsection with respect to programs designed to provide employment and training opportunities for low-income people, the Secretary shall consult with such other agencies as may be appropriate. Where programs under this section require institutional training, appropriate arrangements for such training shall be agreed to by the Secretary of Labor and the Secretary of Health, Education, and Welfare.

(c) The Secretary is authorized to conduct, either directly or by way of contract, grant, or other arrangement, a thorough evaluation of all programs and activities conducted pursuant to this Act to determine the effectiveness of such programs and activities in meeting the special needs of disadvantaged, chronically unemployed, and low-income persons for meaningful employment opportunities and supportive services to continue or resume their education and employment and to become more responsible and productive citizens.

(d) The Secretary shall conduct such research and investigations as give promise of furthering the objectives of this Act either directly or through grants, contracts, or other arrangements.

LABOR MARKET STATISTICS AND JOB BANK

SEC. 312. (a) The Secretary shall develop a comprehensive system of labor market information on a national, State, local, or other appropriate basis, which shall be made publicly available in a timely fashion.

(b) In addition to the monthly national unemployment statistics, the Secretary shall develop reliable methods, including the use of selected sample surveys, to produce more statistically accurate data on unemployment, underemployment and labor demand by State, local, and poverty areas.

(c) The Secretary shall develop preliminary data for an annual statistical measure of labor market related economic hardship in the nation. Among the factors to be considered in developing such a measure are unemployment, labor force participation, involuntary part-time employment, and full-time employment at less than poverty wages.

(d) The Secretary shall develop methods to establish and maintain more comprehensive household budget data at different levels of living, including a level of adequacy, to reflect the differences of household living costs in regions and localities, both urban and rural.

(e) The Secretary shall set aside, out of sums available to the department for any fiscal year including sums available under section 4(e) of this Act, an amount which he determines is necessary and appropriate to enable him to carry out the provisions of this section, and shall no later than sixty days after such sums are appropriated and made available notify the appropriate committees of the Congress of the amount so set aside and the basis for his determination of need and appropriateness.

(f) The Secretary shall report to the Senate Committee on Labor and Public Welfare and to the House Committee on Education and Labor the results of his efforts under subsections (a), (b), and (c) of this section by December 31, 1974.

(g) The Secretary shall establish and carry out a nationwide computerized job bank and matching program (utilizing the listing of all suitable employment openings with local offices of the State employment service by Federal contractors and subcontractors and providing for the special emphasis as required by section 2012 (a) of title 38, United States Code) on a regional, State, and local basis, using electronic data processing and telecommunications systems to the maximum extent possible for the purpose of identifying sources of available persons and job vacancies, providing an expeditious means of matching the qualifications of unemployed, underemployed, and economically disadvantaged persons with employer requirements and job opportunities, and referring and placing such persons in jobs.

EVALUATION

SEC. 313. (a) The Secretary shall provide for the continuing evaluation of all programs and activities conducted pursuant to this Act, including their cost in relation to their effectiveness in achieving stated goals, their impact on communities and participants, their implication for related programs, the extent to which they meet the needs of persons of various ages, and the adequacy of the mechanism for the delivery of services. In conducting the evaluations called for by this subsection, the Secretary shall compare the effectiveness of programs conducted by prime sponsors of the same class, of different classes, and shall compare the effectiveness of programs conducted by prime sponsors with similar programs carried out by the Secretary under section 110, or under title III. He shall also arrange for obtaining the opinions of participants about the strengths and weaknesses of the programs.

(b) In order to enable the Secretary to measure the relative and, where programs can be compared appropriately, comparative effectiveness of programs authorized under this Act and part C of title IV of the Social Security Act, he shall require that periodic reports be submitted to him. Reports submitted under this subsection shall contain data which shall include information on --

(1) enrollee characteristics, including age, sex, race, health, education level, and previous wage and employment experience;

(2) duration in training and employment situations, including information on the duration of employment of program participants for at least a year following the termination of federally assisted programs and comparable information on other employees or trainees of participating employers; and

(3) total dollar cost per trainee, including breakdown between salary or stipend, training and supportive services, and administrative costs.

From the information received pursuant to this section, the Secretary shall compile the information on a State, regional, and national basis.

(c) The Secretary is authorized to carry out a special program to demonstrate the effacy of providing certificates or vouchers to economically disadvantaged, unemployed, and underemployed persons entitling private employers who provide employment, training, and services to each person volunteering to participate in such program to payment in amounts equal to the face value of the certificate for specified periods of time during which each such person may not be fully productive.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM PROJECT (CMMISP)

(LONG-RANGE PHASE)

WORK PLAN - FISCAL YEARS 1975/1976/1977

APPENDIX "D" - Detail Budget

- LIMITED DISTRIBUTION -

COPY NO.: D -

Introductory Note

The CMMIS Detail Budget for Fiscal Years 1975/1976/1977 is presented in three parts:

- A one-page summary information sheet listing the expected contributions of CJOPTF member organizations;

- Consolidated detail budget sheets listing CMMIS' nineteen primary project tasks, arranged by contributing CJOPTF member organizations;

- Individual CMMIS project task budgets.

It should be noted that in order to present the rather voluminous and complex detail budget data in a manner allowing its meaningful interpretation by the reader, individual CMMIS Components and Component Elements (Schematic Diagram, Table I), as used in the Work Plan's Budget Summary, were grouped into individual Project Tasks. Also, original budget estimates covering the three-year fiscal year period 1974-1975-1976-1977 were consolidated into a two-year fiscal year period 1975-1976-1977, and adjusted accordingly.

Questions concerning the CMMIS Detail Budget may be directed to:

Klaus D. Grimm
Director of CMMIS Project Coordination &
Liaison Administration
745 Franklin Street, Room 410
San Francisco, California 94102
Telephone: (415) 557-1529; ATSS 8-547-1529

CMMIS DETAIL BUDGET, FY'S 1975/76/77

Proposed Allocation of Contributory Shares by CJOPTF Member Organizations

ORGANIZATION	FY 1975/76		FY 1976/77	
	TOTAL NEED	FUNDED PORTION (%)	TOTAL NEED	FUNDED PORTION (%)
EDD	228,175	120,650 (53)	175,425	- (0)
Education *	407,190	239,161 (59)	369,141	20,005** (5)
CPSEC	55,878	- (0)	25,939	- (0)
DIR - DAS	23,005	- (0)	9,152	- (0)
TOTAL	714,248	288,679 (40)	579,657	20,005** (0.03)

* - Representing DoE; CCC; local school/community college districts.

** - CETA local Prime Sponsor (IMA) funded.

NOTE: Funded Portions of Total Funding Needs reflected are as of July 1, 1975.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE (CJOPTF)

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM (CMMIS)

LISTING OF CMMIS PROJECT TASKS

(1) Preparation and Publication of Industry-Occupational Matrices ("Manpower Projections":) 1975-1980, for the CMMIS Project Area. (A-1.0 through 1.4; A-2.0 through 2.4)

(2) Routine Updating and Regular Extension of I-O Matrices, for the CMMIS Project Area. (A-1.0 through 1.4; A-2.0 through 2.4)

(3) Continued Development and Application of the Cross-Reference System for Occupational and Educational Program Codes.

(4) Identification and Quantification of Employer Training Programs Supply. (B-3.0)

(5) Identification and Quantification of Military Returnees Supply. (B-4.0)

(6) Identification and Quantification of Unemployment Supply. (B-5.0)

(7) Identification and Quantification of Labor Force Migration, Labor Force Reentrants and Occupational Transfers Supply. (Adjustments)

(8) Administration and Coordination of CJOPTF/CMMIS Activities, at the State and Local Levels.

(9) Hiring Standards. (A-3.0 through 3.3)

(10) Specialized Information on Occupational and Industrial Demand. (A-4.0 through 4.2)

(11) Local Educational Supply (Public Secondary, Public Junior Colleges; Public Adult Schools, RCP's/ROC's). (B-1.0 through 1.4)

(12) Local Educational Supply (Private Secondary and Private Vocational Schools). (B-1.6 and 1.7)

(13) Demographic Information (Socio-Economic Factors). (C-10 through 1.6)

(14) Economic Need Analysis. (C-2.0 through 2.5)

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

LISTING OF CMMIS PROJECT TASKS
(CONTINUED)

(15) Student Interests and Occupational Preferences; Follow-up Surveys. (C-3.0 & 3.1)

(16) CMMIS Information Dissemination.

(17) CMMIS Testing.

(18) Educational Supply, Public/Private Universities/Colleges. (B-1.5; 1.8)

(19) Supply from Apprenticeship Programs. (B-2.0)

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDD CONTRIBUTION

TASKS	STAFF (in Man-Years)		STAFF (in Dollars)		FIXED CHARGES & INDIRECT EXPENSES		TRAVEL		OPERATING EXPENSES & CONTRACTED SERVICES		TASK(S) TOTAL	
	1975/76	1976/77	1975/76	1976/77	1975/76	1976/77	1975/76	1976/77	1975/76	1976/77	1975/76	1976/77
(1), (2), (3) *	6.0	4.50	90,950.00	74,275.00	20,200.00	16,500.00	500.00	500.00	9,000.00	1,200.00	120,650.00	92,475.00
(4)	1.0	1.0	12,534.00	12,534.00	3,636.00	3,636.00	360.00	360.00	285.00	285.00	16,815.00	16,815.00
(5)	1.0	0.50	12,534.00	6,266.00	3,636.00	1,818.00	1,300.00	300.00	5,285.00	643.00	22,755.00	9,027.00
(6), (7)	1.75	1.25	24,213.00	15,463.00	5,380.00	3,433.00	350.00	200.00	2,000.00	2,000.00	31,943.00	21,096.00
(8)	2.0	2.0	28,400.00	28,400.00	5,212.00	5,212.00	1,700.00	1,700.00	700.00	700.00	36,012.00	36,012.00
TOTAL:	11.75	9.25	168,631.00	136,938.00	38,064.00	30,599.00	4,210.00	3,060.00	17,270.00	4,828.00	228,175.00 (107,525.00)	175,425.00

* - Already funded - EDD (State CETA)

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDUCATION CONTRIBUTION

TASKS	STAFF (in Man-Years)		STAFF (in Dollars)		FIXED CHARGES & INDIRECT EXPENSES		TRAVEL		OPERATING EXPENSES & CONTRACTED SERVICES		TASK(S) TOTAL	
	1975/76	1976/77	1975/76	1976/77	1975/76	1976/77	1975/76	1976/77	1975/76	1976/77	1975/76	1976/77
(9) [1]	1.75	3.00	21,810.00	41,660.00	6,541.00	14,053.00	800.00	1,400.00	4,799.00	10,350.00	33,950.00	67,463.00
(10)	0.60	1.50	6,900.00	17,250.00	1,570.00	3,020.00	500.00	1,500.00	450.00	5,100.00	9,420.00	26,870.00
(11) [2]	6.37	3.95	72,609.00	48,374.00	13,831.00	7,740.00	3,500.00	2,500.00	52,975.00	21,600.00	142,915.00	80,214.00
(12)	0.20	0.20	2,700.00	2,700.00	5,534.00	5,534.00	225.00	225.00	15,125.00	15,125.00	23,584.00	23,584.00
(13) [3]	0.20	0.60	3,250.00	9,750.00	508.00	3,155.00	500.00	1,430.00	630.00	5,670.00	4,888.00	20,005.00
(14)	1.00	1.00	23,500.00	26,000.00	8,030.00	8,200.00	1,200.00	1,000.00	26,500.00	31,500.00	59,230.00	66,700.00
(15)	3.55	--	41,944.00	--	6,711.00	--	1,000.00	--	26,140.00	--	75,795.00	--
(16) [4]	0.70	0.70	7,557.00	8,464.00	1,511.00	1,693.00	2,000.00	2,000.00	2,990.00	2,990.00	14,058.00	15,147.00
(17) [5]	2.24	3.50	29,452.00	45,090.00	7,363.00	9,018.00	2,375.00	3,250.00	4,160.00	11,800.00	43,350.00	69,158.00
TOTAL	16.61	14.45	209,722.00	199,288.00	51,599.00	52,413.00	12,100.00	13,305.00	133,769.00	104,135.00	407,190.00	369,141.00

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1), 2) - Already funded - DoE, VEA - Part C
3) - Already funded - CETA Local Prime Sponsor (IMA)
4) - Already funded - DoE, VEA and Ventura County Schools
5) - Already funded - DoE, VEA - Part D, Simi Valley Unified School District and Ventura County Schools

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - CONTRIBUTION OF CPSEC AND DAS/DIR

TASKS	STAFF (in Man-Years)		STAFF (in Dollars)		FIXED CHARGES & INDIRECT EXPENSES		TRAVEL		OPERATING EXPENSES & CONTRACTED SERVICES		TASK(S) TOTAL	
	1975/76	1976/77	1975/76	1976/77	1975/76	1976/77	1975/76	1976/77	1975/76	1976/77	1975/76	1976/77
(18)	3.00	1.50	37,600.00	18,800.00	4,908.00	2,454.00	600.00	300.00	12,770.00	4,385.00	55,878.00	25,939.00
(19)	1.24	0.48	16,284.00	6,266.00	4,086.00	1,818.00	350.00	175.00	2,285.00	893.00	23,005.00	9,152.00
TOTAL	4.24	1.98	53,884.00	25,066.00	8,994.00	4,272.00	950.00	475.00	15,055.00	5,278.00	78,883.00	35,091.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDD CONTRIBUTION

Fiscal Years 1974/75/76/77

Task Title (1) Preparation and Publication of Industry-Occupational Matrices ("Manpower Projections") 1975-1980, for the CMMIS Project Area. (A-1.0 through 1.4; A-2.0 through 2.4)	X Developmental ____ Sustaining		____ Developmental X Sustaining	
	Man Years in F.T.E.	FY's 1974/75/76	Man Years in F.T.E.	FY's 1975/76/77
Budget Items Professional/Technical Staff Salaries:	5.25	85,600.00	4.16	71,475.00
One (1) Supervisor-Staff Analyst	1	19,700.00	1	20,600.00
One (1) Associate Research Technician	2	37,400.00	1-1/2	29,475.00
One (1) Assistant Research Technician	1	15,500.00	2/3	10,500.00
Intermittent Positions	1-1/4	13,000.00	1	10,900.00
Clerical Staff Salaries:	0.66	5,350.00	0.33	2,800.00
One (1) Clerk Typist	2/3	5,350.00	1/3	2,800.00
Indirect Expenses (3.9% of Staff Salaries):	--	3,550.00	--	2,900.00
Fixed Charges (18.3%):	--	16,650.00	--	13,600.00
Travel:	--	500.00	--	500.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDD CONTRIBUTION

Fiscal Years 1974/75/76/77

(2) Task Title: Routine Updating and Regular Extension of I-O Matrices, for the CMMIS Project Area. (A-1.0 through 1.4; A-2.0 through 2.4) (3) Continued Development and Application of the Cross-Reference System for Occupational and Educational Program Codes	X Developmental ____ Sustaining		____ Developmental X Sustaining	
	Man Years in F.T.E.	FY's 1974/75/76	Man Years in F.T.E.	FY's 1975/76/77
Budget Items Operating Expenses:		9,000.00		1,200.00
Computer Time:	--	2,000.00	--	200.00
Report Publication:	--	5,000.00	--	--
Supplies:	--	1,500.00	--	500.00
Miscellaneous:	--	500.00	--	500.00
TOTAL	6.0	$120,650.00	4.50	$92,475.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDD CONTRIBUTION

Fiscal Years 1974/75/76/77

Task Title (4) Identification and Quantification of Employer Training Programs Supply (B-3.C)	X Developmental ____ Sustaining		X Developmental ____ Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items Professional/Technical Staff Salaries:	0.66	10,334.00	0.66	10,334.00
One(1) Research Analyst	0.33	5,667.00	0.33	5,667.00
One(1) Research Assistant	0.33	4,667.00	0.33	4,667.00
Clerical Staff Salaries:	0.33	2,200.00	0.33	2,200.00
One(1) Clerk Typist	0.33	2,200.00	0.33	2,200.00
Fixed Charges:	--	1,636.00	--	1,636.00
Analyst	--	680.00	--	680.00
Assistant	--	560.00	--	560.00
Clerk Typist	--	396.00	--	396.00
Travel:	--	360.00	--	360.00
Research Analyst	--	260.00	--	260.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDD CONTRIBUTION

Fiscal Years 1974/75/76/77

Task Title (4) Identification and Quantification of Employer Training Programs Supply (B-3.0)	X Developmental ____ Sustaining		X Developmental ____ Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items				
Research Assistant	--	100.00	--	100.00
Operating Expenses:	--	285.00	--	285.00
Supplies	--	75.00	--	75.00
Postage/Telephone	--	85.00	--	85.00
Books/Periodicals/Reports	--	50.00	--	50.00
Printing & Publishing	--	75.00	--	75.00
Indirect Expenses:	--	2,000.00	--	2,000.00
Office Space, Equipment	--	2,000.00	--	2,000.00
TOTAL	1.0	$ 16,815.00	1.0	$ 16,815.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDD CONTRIBUTION

Fiscal Years 1974/75/76/77

Task Title (5) Identification and Quantification of Military Returnees Supply (B-4.0)	X Developmental ____ Sustaining		____ Developmental X Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items Professional/Technical Staff Salaries:	0.66	10,334.00	0.32	5,166.00
One(1) Research Analyst	0.33	5,667.00	0.16	2,833.00
One(1) Research Assistant	0.33	4,667.00	0.16	2,333.00
Clerical Staff Salaries:		2,200.00	0.16	1,100.00
One(1) Clerk Typist	0.33	2,200.00	0.16	1,100.00
Fixed Charges:	--	1,636.00	--	818.00
Analyst	0.33	680.00	0.16	340.00
Assistant	0.33	560.00	0.16	280.00
Clerk Typist	0.33	396.00	0.16	198.00
Travel:	--	1,300.00	--	300.00
Research Analyst	--	1,100.00	--	200.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDD CONTRIBUTION

Fiscal Years 1974/75/76/77

Task Title (5) Identification and Quantification of Military Returnees Supply (B-4.0)	X Developmental ____ Sustaining		____ Developmental X Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items				
Research Assistant	--	200.00	--	100.00
Operating Expense:	--	285.00	--	143.00
Supplies	--	75.00	--	38.00
Postage/Telephone	--	85.00	--	42.00
Books/Periodicals/Reports	--	50.00	--	25.00
Printing & Publishing	--	75.00	--	38.00
Special Contracted Services:	--	5,000.00	--	500.00
U.S.D.O.D. Computer Reports	--	5,000.00	--	500.00
Indirect Expenses:	--	2,000.00	--	1,000.00
Office Space, Equipment	--	2,000.00	--	1,000.00
TOTAL	1.0	$ 22,755.00	0.50	9,027.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDD CONTRIBUTION

Fiscal Years 1974/75/76/77

Task Title (6) Identification and Quantification of Unemployment Supply. (B-5.0) (7) Identification and Quantification of Labor Force Migration, Labor Force Reentrants and Occupational Transfers Supply (Adjustments)	X Developmental ____ Sustaining		____ Developmental X Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items Professional/Technical Staff Salaries:	1.0	17,000.00	0.50	8,250.00
One(1) Project Analyst	1	16,000.00	1/2	8,000.00
One(1) Computer Programmer (Consultant)	--	1,000.00	--	250.00
Clerical Staff Salaries:	0.75	7,213.00	0.75	7,213.00
One(1) Clerk Typist	1/4	2,100.00	1/4	2,100.00
One(1) Statistical Clerk	1/2	5,113.00	1/2	5,113.00
Indirect Expenses (3.9% of Staff Salaries):	--	950.00	--	603.00
Fixed Charges (18.3%):	--	4,430.00	--	2,830.00
Travel:	--	350.00	--	200.00
Operating Expenses:	--	2,000.00	--	2,000.00
Computer Time	--	500.00	--	500.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDD CONTRIBUTION

Fiscal Years 1974/75/76/77

Task Title to local manpower supply) (B-6.0 through 6.3)	X Developmental ____ Sustaining		____ Developmental X Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items Miscellaneous		1,500.00		1,500.00
TOTAL	1.75	$ 31,943.00	1.25	$ 21,096.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDD CONTRIBUTION

Fiscal Years 1974/75/76/77

Task Title (8) Administration and Coordination of CJOPTF/CMMIS Activities, at the State and Local Level	____ Developmental X Sustaining		____ Developmental X Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items Professional/Technical Staff Salaries:	0.50	10,000.00	0.50	10,000.00
One(1) Executive Secretary*	0.50	10,000.00	0.50	10,000.00
Clerical Staff Salaries:				
One(1) Stenographer-Secretary	0.50	4,200.00	0.50	4,200.00
Fixed Charges:	--	2,006.00	--	2,006.00
Executive Secretary	0.50	1,250.00	0.50	1,250.00
Stenographer-Secretary	0.50	756.00	0.50	756.00
Travel:	--	700.00	--	700.00
Executive Secretary	--	700.00	--	700.00
Operating Expenses:	--	350.00	--	350.00
Supplies	--	75.00	--	75.00

*JOPTF Administration and MMIS Project Coordination and Liaison Activities are combined in one (1) position, i.e., "Executive Secretary" and/or "Director".

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDD CONTRIBUTION

Fiscal Years 1974/75/76/77

Task Title (8) Administration and Coordination of CJOPTF/CMMIS Activities, at the State and Local Level	___ Developmental X Sustaining		___ Developmental X Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items				
Postage/Telephone	--	100.00	--	100.00
Books/Periodicals/Reports	--	100.00	--	100.00
Printing & Publishing	--	75.00	--	75.00
Indirect Expenses:	--	600.00	--	600.00
Office Space, Equipment	--	600.00	--	600.00
TOTAL	1.0	17,856.00	1.0	17,856.00

*JOPTF Administration and MMIS Project Coordination and Liaison Activities are combined in one (1) position, i.e., "Executive Secretary" and/or "Director".

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDD CONTRIBUTION

Fiscal Years 1974/75/76/77

Task Title (8) Administration and Coordination of CJOPTF/CMMIS Activities, at the State and Local Level.	____ Developmental X Sustaining		____ Developmental X Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items Professional/Technical Staff Salaries:	0.50	10,000.00	0.50	10,000.00
One(1) Director	0.50	10,000.00	0.50	10,000.00
Clerical Staff Salaries:	0.50	4,200.00	0.50	4,200.00
One(1) Stenographer-Secretary	0.50	4,200.00	0.50	4,200.00
Fixed Charges:	--	2,006.00	--	2,006.00
Director	0.50	1,250.00	0.50	1,250.00
Stenographer-Secretary	0.50	756.00	0.50	756.00
Travel:	--	1,000.00	--	1,000.00
Director	--	1,000.00	--	1,000.00
Operating Expenses:	--	350.00	--	350.00
Supplies	--	75.00	--	75.00

*JOPTF Administration and MMIS Project Coordination and Liaison Activities are combined in one (1) position, i.e., "Executive Secretary" and/or "Director".

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDD CONTRIBUTION

Fiscal Years 1974/75/76/77

Task Title (8) Administration and Coordination of CJOPTF/CMMIS Activities, at the State and Local Level	____ Developmental __X__ Sustaining		____ Developmental __X__ Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items				
Postage/Telephone	--	100.00	--	100.00
Books/Periodicals/Reports	--	100.00	--	100.00
Printing & Publishing	--	75.00	--	75.00
Indirect Expenses:	--	600.00	--	600.00
Office Space, Equipment	--	600.00	--	600.00
TOTAL	1.0	18,156.00	1.0	18,156.00

*JOPTF Administration and MMIS Project Coordination and Liaison Activities are combined in one (1) position, i.e., "Executive Secretary" and/or "Director".

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDUCATION CONTRIBUTION

(STATE DEPARTMENT OF EDUCATION; CALIFORNIA COMMUNITY COLLEGES; LOCAL DISTRICTS)

Fiscal Years 1974/75/76/77

Task Title (9) Hiring Standards (A-3.0 through 3.3)	X Developmental ____ Sustaining		X Developmental X Sustaining	
	Man Years in F.T.E.	FY 1974/75/76	Man Years in F.T.E.	FY 1975/76/77
Budget Items Professional/Technical Staff				
Salaries:	1.45	19,758.00	2.00	34,688.00
One(1) Research Analyst	1.45	19,758.00	2.00	34,688.00
Clerical Staff Salaries:	0.30	2,052.00	1.00	6,972.00
One (1) Clerk Typist	0:30	2,052.00	1.00	6,972.00
Indirect Expenses:	--	2,181.00	--	6,137.00
Fixed Charges:	--	4,360.00	--	7,916.00
Travel:	--	800.00	--	1,400.00
Operating Expenses:	--	4,799.00	--	10,350.00
TOTAL	1.75	33,950.00	3.00	67,463.00*

*Includes staff and operating expenses for Ventura County LMA Objective.

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDUCATION CONTRIBUTION

(STATE DEPARTMENT OF EDUCATION; CALIFORNIA COMMUNITY COLLEGES; LOCAL DISTRICTS)

Fiscal Years 1974/75/76/77

Task Title (10) Specialized Information on Occupational and Industrial Demand (A-4.0 through 4.2)	X Developmental ____ Sustaining		X Developmental ____ Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items Professional/Technical Staff				
Salaries:	0.30	4,500.00	0.75	11,250.00
One(1) Principal Investigator	0.30	4,500.00	0.75	11,250.00
Clerical Staff Salaries:	0.30	2,400.00	0.75	6,000.00
One(1) Accounting Clerk Typist	0.30	2,400.00	0.75	6,000.00
Indirect Expenses (20%):	--	1,570.00	--	3,020.00
Special Contracted Services:				
Consultant Data Processing	--	--	--	2,000.00
Travel:	--	500.00	--	1,500.00
Operating Expenses:	--	450.00	--	3,100.00
Postage	--	50.00	--	500.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDUCATION CONTRIBUTION

(STATE DEPARTMENT OF EDUCATION; CALIFORNIA COMMUNITY COLLEGES; LOCAL DISTRICTS)

Fiscal Years 1974/75/76/77

Task Title (10) Specialized Information on Occupational and Industrial Demand (A-4.0 through 4.2)	X Developmental ____ Sustaining		X Developmental ____ Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items				
Telephone	—	100.00	--	600.00
Printing/Duplicating	--	200.00	--	500.00
Office Supplies	--	100.00	--	500.00
Computer Time	--	--	--	1,000.00
TOTAL	0.60	9,420.00	1.50	26,870.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDUCATION CONTRIBUTION

(STATE DEPARTMENT OF EDUCATION; CALIFORNIA COMMUNITY COLLEGES; LOCAL DISTRICTS)

Fiscal Years 1974/75/76/77

Task Title (11) Local Educational Supply (Public Secondary, Public Junior Colleges; Public Adult Schools, ROP's/ROC's (B-1.0 through 1.4)	x Developmental ____ Sustaining		x Developmental ____ Sustaining	
	Man Years in F.T.E.	FY 1974/75/76	Man Years in F.T.E.	FY 1975/76/77
Budget Items Professional/Technical Staff				
Salaries:	4.57	58,536.00	2.95	40,870.00
Professional/Technical	4.57	58,536.00	2.95	40,870.00
Clerical Staff Salaries:	1.80	14,073.00	1.00	7,504.00
Clerical	1.80	14,073.00	1.00	7,504.00
Fixed Charges:	--	13,831.00	--	7,740.00
Special Contracted Services:	--	38,852.00	--	12,000.00
Data Processing	--	14,432.00	--	5,000.00
Field Testing	--	21,420.00	--	6,000.00
Consulting Services	--	3,000.00	--	1,000.00
Travel:	--	3,500.00	--	2,500.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDUCATION CONTRIBUTION

(STATE DEPARTMENT OF EDUCATION; CALIFORNIA COMMUNITY COLLEGES; LOCAL DISTRICTS)

Fiscal Years 1974/75/76/77

Task Title	X Developmental / Sustaining		X Developmental / Sustaining	
(11) Local Educational Supply (Public Secondary, Public Junior Colleges; Public Adult Schools, ROP's/ROC's (B-1.0 through 1.4)	Man Years in F.T.E.	FY 1974/75/76	Man Years in F.T.E.	FY 1975/76/77
Budget Items				
Operating Expenses:	--	14,123.00	--	9,600.00
TOTAL	6.37	142,915.00	3.95	80,214.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDUCATION CONTRIBUTION

(STATE DEPARTMENT OF EDUCATION; CALIFORNIA COMMUNITY COLLEGES; LOCAL DISTRICTS)

Fiscal Years 1974/75/76/77

Task Title (12) Local Educational Supply (Private Secondary and Private Vocational Schools) (B-1.6 and 1.7)	X Developmental ____ Sustaining		X Developmental ____ Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items Professional/Technical Staff				
Salaries:	0.10	2,000.00	0.10	2,000.00
One(1) Research Coordinator	0.10	2,000.00	0.10	2,000.00
Clerical Staff Salaries:	0.10	700.00	0.10	700.00
One(1) Secretary-Stenographer	0.10	700.00	0.10	700.00
Indirect Expenses (24.6%):	--	4,926.00	--	4,926.00
Fixed Charges (15%):	--	608.00	--	608.00
Special Contracted Services:	--	13,425.00	--	13,425.00
Travel:	--	225.00	--	225.00
Operating Expenses:	--	1,700.00	--	1,700.00
TOTAL	0.20	23,584.00	0.20	23,584.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDUCATION CONTRIBUTION

(STATE DEPARTMENT OF EDUCATION; CALIFORNIA COMMUNITY COLLEGES; LOCAL DISTRICTS)

Fiscal Years 1974/75/76/77

Task Title (13) Demographic Information (Socio-Economic Factors (C-10 through 1.6)	X Developmental ____ Sustaining		X Developmental ____ Sustaining	
	Man Years in F.T.E.		Man Years in F.T.E.	
Budget Items Professional/Technical Staff Salaries:		2,250.00		6,750.00
One(1) Economist - Consultant	0.05	750.00	0.10	3,750.00
One(1) Systems Analyst - Consultant	0.05	1,500.00	--	--
One(1) Research Analyst	--	--	0.10	3,000.00
Clerical Staff Salaries:	0.15	1,000.00	0.50	3,000.00
One(1) Stenographer-Secretary	0.15	1,000.00	0.50	3,000.00
Fixed Charges (20%):	--	200.00	--	1,200.00
Indirect Expenses (10%):	--	308.00	--	1,955.00
Travel:	--	500.00	--	1,430.00
Operating Expenses:	--	630.00	--	5,670.00
TOTAL	0.20	4,888.00	0.60	20,005.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDUCATION CONTRIBUTION

(STATE DEPARTMENT OF EDUCATION; CALIFORNIA COMMUNITY COLLEGES; LOCAL DISTRICTS

Fiscal Years 1974/75/76/77

Task Title (14) Economic Need Analysis (C-2.0 through 2.5)	X Developmental ____ Sustaining		____ Developmental X Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items Professional/Technical Staff Salaries:	0.50	15,000.00	0.50	16,500.00
One(1) Research Coordinator	0.50	15,000.00	0.50	16,500.00
Clerical Staff Salaries:	0.50	8,500.00	0.50	9,500.00
One(1) Statistical Clerk	0.50	8,500.00	0.50	9,500.00
Indirect Expenses:	--	8,030.00	--	8,200.00
Special Contracted Services:	--	25,000.00	--	30,000.00
Travel:	--	1,200.00	--	1,000.00
Operating Expenses:	--	1,500.00	--	1,500.00
TOTAL	1.00	59,230.00	1.00	66,700.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDUCATION CONTRIBUTION

(STATE DEPARTMENT OF EDUCATION; CALIFORNIA COMMUNITY COLLEGES; LOCAL DISTRICTS)

Fiscal Years 1974/75/76/77

Task Title (15) Student Interests and Occupational Preferences; Follow-up Surveys (C-3.0 & 3.1)	X Developmental ____ Sustaining		X Developmental ____ Sustaining	
	Man Years in F.T.E.	FY 1975/76/77	Man Years in F.T.E.	
Budget Items				
Professional/Technical Staff Salaries:	2.55	34,440.00		
Professional Positions	2.55	34,440.00		
Clerical Staff Salaries:	1.00	7,504.00		
Clerical Positions	1.00	7,504.00		
Fixed Charges:	--	6,711.00		
Special Contracted Services:	--	19,310.00		
Data Processing	--	9,310.00		
Fixed Coordinating Services - Consultant	--	10,000.00		
Travel:	--	1,000.00		
Operating Expenses:	--	6,830.00		
TOTAL	3.55	75,795.00		

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDUCATION CONTRIBUTION

(STATE DEPARTMENT OF EDUCATION; CALIFORNIA COMMUNITY COLLEGES; LOCAL DISTRICTS)

Fiscal Years 1974/75/76/77

Task Title (16) CMMIS Information Dissemination	X Developmental ____ Sustaining		X Developmental ____ Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items Professional/Technical Staff Salaries:	0.50	6,357.00	0.50	7,120.00
Professional Positions	0.50	6,357.00	0.50	7,120.00
Clerical Staff Salaries:	0.20	1,200.00	0.20	1,344.00
Clerical Positions	0.20	1,200.00	0.20	1,344.00
Fixed Charges:	—	1,511.00	--	1,693.00
Special Contracted Services:	--	1,350.00	--	1,350.00
Consultant	--	1,350.00	--	1,350.00
Travel:	--	2,000.00	--	2,000.00
Operating Expenses:	—	1,640.00	--	1,640.00
TOTAL	0.70	14,058.00	0.70	15,147.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - EDUCATION CONTRIBUTION

(STATE DEPARTMENT OF EDUCATION; CALIFORNIA COMMUNITY COLLEGES; LOCAL DISTRICTS)

Fiscal Years 1974/75/76/77

Task Title (17) CMMIS Testing	X Developmental ___ Sustaining		X Developmental ___ Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items Professional/Technical Staff Salaries:	2.00	27,820.00	2.50	38,210.00
Professional Positions	2.00	27,820.00	2.50	38,210.00
Clerical Staff Salaries:	0.24	1,632.00	1.00	6,880.00
Clerical Positions	0.24	1,632.00	1.00	6,880.00
Fixed Charges:	--	7,363.00	--	9,018.00
Special Contracted Services:	--	500.00	--	6,500.00
Evaluator-Consultant	--	500.00	--	--
Test Site Coordinator-Consultant	--	--	--	6,500.00
Travel:	--	2,375.00	--	3,250.00
Operating Expenses:	--	3,660.00	--	5,300.00
TOTAL	2.24	43,350.00	3.50	69,158.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - CPOPE CONTRIBUTION

(CALIFORNIA POSTSECONDARY EDUCATION COMMISSION)

Fiscal Years 1974/75/76/77

Task Title (18) Educational Supply, Public/ Private Universities/Colleges (B-1.5; 1.8)	X Developmental _____ Sustaining		_____ Developmental X Sustaining	
	Man Years in F.T.E.	FY 1975-76	Man Years in F.T.E.	FY 1976-77
Budget Items Professional/Technical Staff Salaries:	2.00	31,000.00	1.00	15,500.00
One(1) Research Analyst	1.00	17,000.00	0.50	8,500.00
One(1) Research Assistant	1.00	14,000.00	0.50	7,000.00
Clerical Staff Salaries:	1.00	6,600.00	0.50	3,300.00
One(1) Clerk Typist	1.00	6,600.00	0.50	3,300.00
Fixed Charges:	--	4,908.00	--	2,454.00
Analyst	--	2,040.00	--	1,020.00
Assistant	--	1,680.00	--	840.00
Clerk Typist	--	1,188.00	--	594.00
Travel:	--	600.00	--	300.00
Analyst	--	400.00	--	200.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET - CPSEC CONTRIBUTION

(CALIFORNIA POSTSECONDARY EDUCATION COMMISSION)

Fiscal Years 1974/75/76/77

Task Title (18) Educational Supply, Public/ Private Universities/ Colleges (B-15; 1.8)	X Developmental ____ Sustaining		____ Developmental X Sustaining	
	Man Years in F.T.E.	FY 1975-76	Man Years in F.T.E.	FY 1976-77
Budget Items				
Assistant	--	200.00	--	100.00
Operating Expenses:	--	770.00	--	385.00
Supplies	--	200.00	--	100.00
Postage/Telephone	--	220.00	--	110.00
Books/Periodicals/Reports	--	200.00	--	100.00
Printing and Publishing	--	150.00	--	75.00
Special Contracted Services:	--	12,000.00	--	4,000.00
Computer Programs/Reports*	--	12,000.00	--	4,000.00
TOTAL	3.00	55,878.00	1.50	25,939.00

* Current/Projected Student Enrollments/Completions

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET-DAS/DIR

(DIVISION OF APPRENTICESHIP STANDARDS/STATE DEPARTMENT OF INDUSTRIAL RELATIONS)

Fiscal Years 1974/75/76/77

Task Title (19) Supply from Apprenticeship Programs (B-2.0)	X Developmental ____ Sustaining		____ Developmental X Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items Professional/Technical Staff Salaries:		14,084.00		5,166.00
One(1) Research Analyst	0.33	5,667.00	0.16	2,833.00
One(1) Research Assistant	0.33	4,667.00	0.16	2,333.00
One(1) Programmer/Analyst	0.25	3,750.00	--	--
Clerical Staff Salaries:	--	2,200.00	--	1,100.00
One (1) Clerk Typist	0.33	2,200.00	0.16	1,100.00
Fixed Charges:	--	2,086.00	--	818.00
Research Analyst	--	680.00	--	340.00
Research Assistant	--	560.00	--	280.00
Programmer/Analyst	--	450.00	--	--
Clerk Typist	--	396.00	--	198.00

THE CALIFORNIA JOINT OCCUPATIONAL PREPARATION TASK FORCE

CALIFORNIA MANPOWER MANAGEMENT INFORMATION SYSTEM

DETAIL BUDGET-DAS/DIR

(DIVISION OF APPRENTICESHIP STANDARDS/STATE DEPARTMENT OF INDUSTRIAL RELATIONS)

Fiscal Years 1974/75/76/77

Task Title (19) Supply from Apprenticeship Programs	X Developmental ____ Sustaining		____ Developmental X Sustaining	
	Man Years in F.T.E.	FY 1975/76	Man Years in F.T.E.	FY 1976/77
Budget Items Indirect Expenses:	--	2,000.00	--	1,000.00
Office Space, Equipment	--	2,000.00	--	1,000.00
Travel:	--	350.00	--	175.00
Research Analyst	--	200.00	--	100.00
Research Assistant	--	150.00	--	75.00
Operating Expenses:	--	2,285.00	--	893.00
Supplies	--	75.00	--	38.00
Postage/Telephone	--	85.00	--	42.00
Books/Periodicals/Reports	--	50.00	--	25.00
Printing & Publishing	--	75.00	--	38.00
Computer and Office Machine Processing Time	--	2,000.00	--	750.00
TOTAL	1.24	23,005.00	0.48	9,152.00